2021

Town of Oro Valley

Town of Oro Valley

Stormwater Management Program

2021

31 October, 2021

Public Works Department

Stormwater Utility Division

Executive Summary

This Storm Water Management Program (SWMP) has been prepared by the Town of Oro Valley as required by the Arizona Department of Environmental Quality (ADEQ) and meets the requirements of Section 4.1 of the ADEQ General Permit AZG2021-002, adopted September 30, 2021. This SWMP describes the policies and procedures the Town implements to reduce, to the maximum extent practicable (MEP), pollutant discharges to and from its MS4. The overall goal of the program is to ensure that discharges from the MS4 do not cause or contribute to exceedances of surface water quality standards. As required by the Permit, this SWMP addresses the six minimum control measures (MCMs): (1) Public Education and Outreach, (2) Public Involvement/Participation, (3) Illicit Discharge Detection and Elimination, (4) Construction Site Stormwater Runoff Control, (5) Post-Construction Stormwater Management, and (6) Pollution Prevention/Good Housekeeping for Municipal Operations. This SWMP is a comprehensive program document outlining how the stormwater program is implemented and maintained. Therefore, sections have been included to describe other Permit-required support activities, including training, SWMP evaluation and revision, reporting, and characterization monitoring. The SWMP complies with the requirements specified in the Federal Clean Water Act and Arizona Revised Statute (A.R.S.) Title 49 Chapter 2, Article 3.1.

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I. STORMWATER PROGRAM BACKGROUND

Introduction:
The Town of Oro Valley (Town) manages stormwater quality in accordance with the Arizona Pollutant Discharge Elimination System (AZPDES) Permit AZG2021-002 that authorizes the discharge of stormwater from the municipal separate storm sewer system (MS4) to receiving waters. The MS4 generally consists of roads, storm drains, and infrastructure carrying runoff into drainage ways or ephemeral stream channels. This Stormwater Management Program (SWMP) describes the control measures the Town of Oro Valley uses to manage the quality of discharges from the MS4. These Minimum Control Measures (MCMs) are:

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Regulatory Framework:
Stormwater regulations originated with the federal Clean Water Act, which includes the delegation of the program to qualified states. In Arizona, the state issues MS4 permits. Local jurisdictions, including the Town of Oro Valley, have also written ordinances and policies impacting stormwater management.

Clean Water Act
Phase I of the U.S. Environmental Protection Agency's (EPA) Municipal Stormwater Program was promulgated in 1990 under the authority of the 1972 Clean Water Act (CWA). Phase I relied on the National Pollutant Discharge Elimination System (NPDES) permit coverage to address stormwater runoff from medium and large municipal separate storm sewer systems (MS4's) serving municipalities with populations greater than 100,000, construction activities disturbing 5 acres of land or more, and 10 categories of industrial activity.

The Stormwater Phase II Final Rule, which the Town of Oro Valley is operating under, is published in Code of Federal Regulations 40 (CFR40) and was promulgated December 8, 1999. This was the next step in the EPA's effort to preserve, protect and improve the nation's water resources through regulation of stormwater runoff from small MS4 operators.

AZPDES Program
The Stormwater Phase II regulations in Arizona are administered by the Arizona Department of Environmental Quality (ADEQ). The current Arizona State General Permit AZG2021-002 was adopted September 30, 2021.

Local Regulations
The Town of Oro Valley adopted its first Storm Water Quality and Discharge Control Ordinance in 2001 in compliance with Federal and State regulations. The primary objectives of the Town regulations were to prevent, control, and reduce stormwater pollution from construction sites, as well as to detect and eliminate illicit discharges. In July 2001 the Oro Valley Town Council created the Stormwater Utility (SWU) along with a

Stormwater Utility Commission (SWUC). In March 2003 the Town submitted its first Stormwater Management Program (SWMP) to the ADEQ.

This document updates the SWMP for the current and continuing program. The mission statement of the Stormwater Utility is to promote and protect life and safety, water quality, and the Town's working and natural environments before, during, and after the occurrence of storm events in accordance with all applicable codes, standards and policies.

Geographic Setting:
Oro Valley is located in northeastern Pima County, approximately three miles north of the City of Tucson. The Town is located between the Santa Catalina and Tortolita mountains and varies in elevation from 2,380 feet to 3560 feet. The Town covers an area of 36 square miles and is home to more than 47,070 residents. It was incorporated in 1974 and employs a council-manager form of municipal government with a mayor and seven-member Town Council.

Receiving Waters and Outfalls:
The Town of Oro Valley has two Receiving Waters. These are Big Wash and the Canada Del Oro Wash. Big Wash has nine (9) private outfall discharge points, and the Canada Del Oro Wash (CDO) has 14 total outfalls, with nine (9) of those being municipal outfall discharge points. Surface water quality standards (SWQS) have been established and are enforced by the Arizona Department of Environmental Quality (ADEQ) under Arizona Revised Statute 49-222 of the Arizona Administrative Code. Currently the Town of Oro Valley has no discharges which contribute to an exceedance of applicable state of Arizona mandated SWQS. Similarly, the Town of Oro Valley does not discharge into any Waters of the United States with restrictions to Total Maximum Daily Loads (TMDL) and Waste Load Allocations (WLA). Neither Big Wash nor the CDO have been designated as Impaired, Non-Attaining, or an Outstanding Arizona Water. Similarly, neither of these receiving waters have TDML restrictions.

Town of Oro Valley Stormwater Infrastructure Mapping:
The Town of Oro Valley maintains detailed maps of all stormwater infrastructure within the town limits, a representation of which can be seen in Attachment C of this report. The current inventory of the Town's stormwater infrastructure includes:

Town of Oro Valley Stormwater Infrastructure 2021

Miles of Roads	203
Constructed Channels	1099
Culverts (Pipe and Box)	593
Storm Drain Pipes	1113
Catchbasin Inlets	1923
Stormwater Detention Basins	232
First-Flush Filtration Devices	175
Miles of Mapped Washes (Natural)	229

The Town's stormwater system map was created using ArcGIS asset-management software, in combination with aerial photographs and construction plans for the street and drainage systems and is updated on a continuous basis as new assets are either created through the development/re-development process, or discovered through

the Town's asset inspection process. This software is used for visualizing, managing, creating, and analyzing geographic data unique to this community.

II. STORMWATER CONTROL MEASURES

There are six minimum control measures (MCM's) specified in section 6.0 of the Arizona State General Permit. From these, the Town has created its own unique set of best management practices (BMP's) to address the required MCM's to the maximum extent practicable. Furthermore, for each BMP, the Town has identified implementation dates and frequency, measurable goals, and responsible department, as outlined in Attachment D.

MCM-1 Public Education and Outreach

In order to promote public awareness and interest in stormwater quality issues, the Town utilizes public outreach and education activities aimed at targeted public sectors. The requirements for this section are outlined in the Arizona State General Permit section 6.1.

The Arizona State General Permit requires implementation of a public outreach and education program consisting of activities and materials designed to educate the public on stormwater quality issues. The Town will be reaching out to residents, businesses, churches, schools, Town employees, and the general public during the implementation of this program. Audiences will be chosen from a diverse cross section of the Town, focusing on constituents who possess the largest potential for reducing stormwater pollution.

The pollutants targeted by the public outreach and education program are:

- sediment from construction sites;
- toxic chemicals from motor vehicles;
- herbicides, pesticides, nutrients from lawns and gardens;
- industrial and commercial waste; and
- bacterial and viral problems associated with pet waste.

The following BMP's have been selected as the best approach to meeting the Town's public outreach and education minimum control measure.

BMP 1.1 Create and Update Informational Brochures

The stormwater management objective of this program is to foster and promote an informed and proactive public. Informational brochures or fact sheets will be updated and made ready for distribution. Topics may include proper pet waste disposal, safe swimming pool discharge, safe household and industrial chemical disposal, and resident participation and volunteer opportunities. Measurable goals for this BMP shall be the number of brochures created, and the targeted audiences addressed each year. This is an ongoing activity.

BMP 1.2 Distribution of Informational Brochures to the General Public

Informational brochures will be distributed to the general public by mail to the 19,400 water utility customers annually. The SWU will also be present at various Town events distributing information on water quality and best practices pertaining to stormwater quality. The measurable goal for this BMP shall be the number of

impressions/interactions made through each public outreach event or mailing. An additional goal, once measurable, may be a quantifiable reduction in the volume of pollution over time. This is an ongoing activity.

BMP 1.3 Distribution of Brochures to Businesses That Potentially Affect Stormwater Quality

Informational brochures will be developed for targeted businesses. One business sector will be targeted each year. Targeted businesses will include those involved in home construction and repair, commercial construction, auto service and repair, garden centers, food-service, and commercial and residential cleaning services. SWU staff will target one business type each year for bulk outreach mailing. The measurable goal for this BMP shall be the number of brochures mailed each year to each targeted business sector. This activity is done annually.

BMP 1.4 Stormwater content in the Oro Valley Vista Newsletter

The SWU staff will prepare brief public-information articles on best practices and stormwater quality for publication in the Town of Oro Valley Vista Newsletter. The Oro Valley Vista Newsletter is published monthly via the town website, www.orovalleyaz.gov, as well as distributed to every water utility customer via their water bill. Stormwater information will be submitted for publication and disseminated one time each year. The measurable goal for this BMP shall be the number of website hits, and the number of newsletters mailed via the water utility billing process. This activity is done annually.

BMP 1.5 Outreach Events at Town of Oro Valley Schools

Educational materials including power point presentations, will be updated and expanded. Topics will include promotion of a litter free environment and environmental awareness and stewardship. Targeted age groups will be elementary school aged children. SWU staff will review and update existing presentation materials and purchase appropriate take home materials to be given away as reminders of these events. In addition, SWU staff will be available should a school or another organization request a speaker. Staff goal is to provide an average of one outreach school presentation each year. The measurable goal for this BMP shall be the number of impressions/interactions made through each public outreach school event. This activity is ongoing and done annually.

BMP 1.6 Display of Outreach Materials on Town Owned Sun Shuttle Buses

Outreach displays will be placed on Town owned Sun Shuttle buses. The informational content will be developed and displayed with cooperation from the Pima County Association of Governments (PAG) Stormwater Management Working group. Content will be developed one time each year. The goal is to target one half of the Town-owned bus fleet (or 7 buses) each year. The measurable goal for this BMP shall be the number of impressions made through this program. This will be measured based on ridership statistics provided by the Town of Oro Valley transit division. This activity is ongoing and continuous.

BMP 1.7 Stormwater Content on the Town of Oro Valley Website

The SWU staff will review and update stormwater-related webpage content twice each year. Home owners associations (HOA's) will also be encouraged to post fact sheets and other stormwater-related content on their webpages. The measurable goal for this BMP shall be the number of website hits annually on the Stormwater portion of the Town of Oro Valley website.

BMP 1.8 Effective Response to Public Inquiries

The Town of Oro Valley consistently and effectively responds to public inquiries regarding stormwater quality, illicit disposal of wastes, and public requests for information. The Town of Oro Valley has identified two principal contacts for best response and follow up procedures on these public inquiries: the Stormwater Utility Manager and the Constituent Services Coordinator. The Town fields and processes these inquires through multiple avenues. Citizens have the ability to report problems and ask questions via dedicated e-mail, telephone, or an online portal. The measurable goal for this BMP shall be the number of water quality related public inquiries responded to and resolved each year by the Stormwater Utility. This activity is ongoing and continuous.

MCM-2 Public Participation and Involvement

Oro Valley constituents are actively engaged in many aspects of the Town's governance, including involvement with commissions, neighborhood associations, volunteering for various departments within the Town, and electronic correspondence. The SWU utilizes neighborhood meetings with SWU staff, maintains effective communication through use of the Town's website, and outreach by SWU staff. The Town's SWMP works to tap into these existing public participation and public involvement activities in order to solicit input on specific activities and decisions that affect the residents and businesses of Oro Valley. The SWU has elected to adopt the following five high-impact BMP's in order to meet and exceed the requirements of MCM-2.

BMP 2.1 Public Participation Through the Stormwater Utility Commission (SWUC)

The Town created the 5-member volunteer SWUC in 2001 to provide guidance through monthly meetings focusing on, the development and implementation of the SWMP, development of fair and effective policies, definition of service levels, assessment of revenue requirements, and monthly and annual review of budgetary effectiveness and efficiency. The measurable goal for this BMP shall be the number of meetings conducted each reporting year.

BMP 2.2 Public involvement Through Notification of Monthly SWUC Meetings

Official notices of public meetings, including SWUC meetings, are made in accordance with established Town procedures, including publication on the Town webpage and in a local newspaper, making notices available at the Town Clerk's Office, and posting bulletins in prominent locations around the meeting area. The measurable goal for this BMP shall be an ongoing policy of posting these meeting notices within the listed locations throughout Town.

BMP 2.3 Public Interaction with SWU Staff

The Town of Oro Valley SWU effectively responds to public inquiries regarding stormwater quality, illicit disposal of wastes, and requests for information. Complaints, comments and concerns are tracked using the Town's web-based Cartegraph Operations Asset Management System (OMS). Constituents can make reports via phone (520) 229-4850, email pw@orovalleyaz.gov, or online portal www.orovalleyaz.gov; SWU staff respond to requests by creating tasks to inspect issues and address concerns. The measurable goal for this BMP shall be, maintaining these avenues by which the public may express concerns about water quality issues, and logging of, and expeditious investigation of all constituent concerns.

BMP 2.4 Solicitation of Public Comments Regarding Key Components of Utility Operations

The Town of Oro Valley will provide residents and businesses the opportunity to view and comment on stormwater-related Town ordinances, the SWMP, and NOI's. These documents will be made available on the Town's website and upon request with the Town Clerk's office at Town Hall. Constituents will be notified of any change to these documents via town-wide press release. The measurable goal for this BMP shall be an ongoing policy of posting these stormwater related documents to the Town website as well as making these documents available through the Town Clerk's office.

BMP 2.5 Encouragement of Public Participation via Volunteer Groups Sponsored by the Town of Oro Valley

The Town solicits public involvement through the "Adopt-A-" programs, some of which have been in place since January, 2001. These programs serve multiple purposes, and are modeled after the highly successful programs at the State of Arizona and Pima County. The "Adopt-A-" programs facilitate removal of trash and other pollutants from parks, trails, roadways and washes, affecting immediate and direct positive impacts to stormwater quality. These programs also serve as extra sets of eyes focused on potential illicit discharges, connections, and dumping into the MS4. The Town has observed these programs to serve as a crucial educational tool for the public on the importance of water quality as it relates to pollution and stormwater. Measurable goals for this BMP shall be the number of cleanups, and the number of people involved each reporting year.

MCM-3 Illicit Discharge Detection and Elimination

Oro Valley's SWU is responsible for implementing an Illicit Discharge Detection and Elimination System (IDDE) designed to eliminate illicit discharges, illicit connections, and improper disposal (dumping) into the MS4.This section outlines the Town's approach to prevent these discharges into the MS4 via legal, technical, and educational means within the scope of this SWMP.

According to Section 6.3 of the State of Arizona AZG2021-002 phase II MS4 General Permit, the SWMP allows the following non-stormwater discharges. However, The following categories of non-stormwater discharges or flows shall be addressed when such discharges are identified by the permittee as sources of pollutants to a protected surface water:

- Water line flushing
- Landscape irrigation, including flood irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated groundwater infiltration (as defined in 40 CFR 35.2005(b)(20)) to separate storm sewers:
- Uncontaminated pumped groundwater
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensation
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering

- Individual residential car washing
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges
- Street wash water
- Discharges or flows from emergency firefighting activities
- Discharges authorized by another NPDES or AZPDES permit

All other non-stormwater discharges to the MS4 are prohibited.

The SWU actively seeks to detect, eliminate, respond to and prevent illicit discharges to the MS4 through the following BMP's:

BMP 3.1 Implementation of an IDDE Program
Town Code 15-24 provides the regulatory framework for managing, implementing, and enforcing stormwater regulations, including IDDE. SWU staff annually review the Stormwater Ordinance for compliance with current state regulations, as well as its effectiveness in providing uniform compliance. Measurable goals for this BMP shall be the amount of storm system inspected annually (20%), the number of proactive inspections of private infrastructure performed, number of illicit discharges detected and eliminated, number of facilities /construction sites observed and reported to ADEQ that discharge without an AZPDES/NPDES permit, and the number of enforcement actions taken (including: notices of violation, or other educational and enforcement actions).

BMP 3.2 Identification and Mapping of the MS4
SWU staff maintain and update the Town of Oro Valley MS4 asset map (begun in 2007) as new Stormwater assets are either discovered through the MS4 asset-inspection process, or through new installation as part of recent development/re-development. Measurable goals for this BMP shall be the mapping of 100% of new MS4 assets created through the development/re-development process each reporting year, as well as updating the MS4 map in an ongoing and continuous basis with newly discovered assets through the Town's MS4 asset-inspection process.

BMP 3.3 Identification and Mapping of the Town's Municipal Outfall Inventory
Municipal outfalls as well as other public and private outfalls are identified and mapped within the Town of Oro Valley's Cartegraph/GIS database. This process is ongoing and continuous. Measurable goals for this BMP shall be the mapping of all waters of the United States listed in AAC R18-11 Appendix B, as well as all outfalls discharging to those protected waters.

BMP 3.4 Annual Municipal Employee Illicit Discharge Training Program
SWU staff will help facilitate detection and prevention of illicit discharges and connections to the MS4 through annual education and training of Town staff on potential sources and hazards associated with these illicit activities. This training includes participants learning to identify sectors of the Town (by region, industry, neighborhood), most likely to contribute illicit discharges, and to use this information to perform their job duties more effectively. The measurable goal for this BMP shall be the number of Town employees annually trained in the detection, elimination and reporting of illicit discharges and connections to the Town's MS4.

BMP 3.5 Training of Town Volunteers

SWU staff train all volunteers participating in the Adopt-a-Wash, Adopt-a-Road, and Adopt-a-Trail programs to conduct dry-weather inspections. Staff instruct new and returning volunteers on the importance of water quality and the elimination of non-stormwater discharges. The measurable goal for this BMP shall be the number of Town volunteers receiving this training annually.

BMP 3.6 Written IDDE Procedures

The objective of this program is to minimize the discharge of pollutants to the maximum extent practicable, by detecting, investigating and resolving illegal dumping and disposal of unpermitted, non-stormwater flows in the Town's stormwater drainage system including pipes, gutters, swales, and other conveyance infrastructure. The Town of Oro Valley has drafted and implemented an illicit discharge detection and elimination (IDDE) program to be used in the detection, investigation and elimination of illicit discharges to the MS4. The measurable goal for this BMP shall be an official written procedure on the detection, elimination, and effective enforcement response to illicit discharges within the Town of Oro Valley.

MCM-4 Construction Site Stormwater Run-Off Control

SWU staff have helped to develop Town procedures for plan review, site inspection, and stormwater enforcement at construction sites. Targeted construction sites are those that result in the disturbance of one or more acres, and those disturbing less than one acre if those activities are part of a larger common plan of development or sale with an overall planned area of disturbance equal to or greater than one acre. Other targeted construction sites will include those occupying less than one acre, but including within the disturbed area a wash or part of a wash that may be disturbed or impacted during development. Targeted pollutants from construction sites include, but are not limited to: sediment, paint, oil and grease, debris, and chemicals such as those contained within concrete washout water. SWU staff actively manage stormwater runoff control through the enacted Stormwater Utility Ordinance, Town Code 15-24, the Town of Oro Valley Department of Public Works Drainage Criteria Manual (2010), site-specific drainage reports, and a SWPPP management program. Additionally, the Town's Drainage Criteria Manual contains specific language addressing erosion and sediment control, and serves to drive standard operating procedure in enforcement. Stormwater Utility Ordinance, 15-24-14, gives the Town authority to manage and impose penalties on any new construction that does not adhere to ADEQ Construction General Permit Requirements. SWU staff have adopted six BMP's as primary methods and means for enforcing construction site run-off control.

BMP 4.1 Comprehensive Pre-Construction Site Plan Review

Every applicant for a building permit, or grading permit for activities that disturb one acre or more, or those disturbing less than one acre (if those construction activities are part of a larger common plan of development that will disturb one acre or more), are required to adhere to the State of Arizona Construction General Permit, and to submit a project-specific Stormwater Pollution Prevention Plan (SWPPP) for Town approval. The Town utilizes its Plan Review Distribution, Type 1 Grading Permit Checklist and Type 2 Grading Permit Checklist to ensure all review processes are fully executed. (These checklists are provided in Attachment H, Items 3 – 5.) During pre-construction meetings with developers and contractors, SWU representatives explain project BMP requirements and detail requisite information to be provided by the developer to the Town upon project commencement. The Town requires developers to submit copies of the NOI and the SWPPP prior to site grading. The Town also requires notification of SWU personnel when any changes are made to project SWPPP's. Part of this notification process is submission of plans reflecting these changes. Notification of SWU staff is required when a new SWPPP associated with a new contractor or project phase has taken precedent.

Attendees of these pre-construction meetings will be informed of the above Town procedures and requirements, as well as the occurrence of routine onsite SWPPP inspections. (Attachment H, Item 5 depicts the agenda items that are utilized to guide pre-construction meetings.) The Town utilizes a checklist to assess the developer's plans. A grading permit will not be issued by the Town without ADEQ confirmation of receipt of NOI. The measurable goal for this BMP shall be the number of plans reviewed which require the submittal of a stormwater pollution prevention plan.

BMP 4.2 Erosion and Sediment Control for Capital Improvement Projects

SWU staff works to eliminate the discharge of pollutants through support and facilitation of proper management of capital projects executed by the Town. These projects include the construction of new public streets and sidewalks, parks, trails, facilities, or utilities (water mains, traffic lights, and stormwater management infrastructure) constructed, demolished or modified by the Town. The measurable goal for this BMP shall be the proper implementation of sediment, erosion and waste controls for every Town of Oro Valley capital improvement project.

BMP 4.3 Establishment and Review of Town Ordinances Regarding Disposal of Hazardous Construction Site Waste, Sediment Control, and Erosion Control

For the purposes of continued compliance with EPA and Arizona State General Permit regulations, SWU staff have established, and will review as necessary, specific ordinances regarding hazardous waste disposal and sediment and erosion control at construction sites. According to Town procedure, each ordinance proceeds through public review and requires approval by the Mayor and Town Council. Ordinances will include language allowing for applicable penalties in the event of non-compliance on the part of responsible parties. The measurable goal for this BMP shall be annual review of existing ordinances and revision or development of ordinances as necessary, in order to ensure ongoing compliance with the Arizona State General Permit (AZG2021-002) adopted September 30, 2021.

BMP 4.4 Documentation of Procedures

SWU staff have developed, and will continue to assess, written procedures for tracking and archiving all final site plan submittals and inspection documents associated with construction site SWPPP's and SWPPP inspections, including required remedial actions, for a period of three years after project completion date. SWU staff have also developed written protocols pertaining to SWPPP inspections conducted by SWU staff on construction sites. The measurable goals for this BMP shall be an official up to date standard operating procedure on SWPPP inspection protocols, as well as an up to date inventory of all construction sites with appurtenant documents throughout Town.

BMP 4.5 Personnel Qualifications and Education of Private Contractors/Developers

All SWU field staff are certified stormwater inspectors, and are able to assess construction sites within the Town of Oro Valley, for compliance with the State of Arizona Construction General Permit. During pre-construction meetings all site operators are notified by Stormwater Utility staff of the specific expectations regarding erosion, sediment, and waste control on construction sites. This process is done by both verbally expressing the Town of Oro Valley's expectations of SWPPP operators during the construction phase as well as a brochure that is given to contractors during these meetings. This brochure explicitly outlines Town of Oro Valley expectations throughout all phases of construction including what is expected upon completion of the project and these developments are transitioned into the post-construction phase. The measurable goal for this BMP shall be the number of hours spent by the Town of Oro Valley, educating contractors and developers on erosion, sediment and waste control at construction sites each reporting year.

BMP 4.6 Establish Procedures for Receipt and Consideration of Constituent Submittals
Oro Valley solicits public information through both the SWU office and the town's Constituent Services Coordinator (CSC). The Stormwater Engineer and CSC are the principal contacts for constituent concerns, and they coordinate on situational assessment and potential resolution. Current means of information transfer include e-mail, telephone calls, direct conversations, and a web-based reporting system. The measurable goal for this BMP shall be maintaining these avenues by which the public may express concerns about water quality issues on construction sites, as well as logging of, and expeditious investigation of all constituent concerns.

MCM-5 Post-Construction Runoff Control
The SWU's policies provide for the reduction of pollutants discharged to the MS4 from development and redevelopment projects; target pollutant discharge is equal to or less than discharge from conditions prior to project commencement. Town Code 15-24, in partnership with the Town's Drainage Criteria Manual, 2020 edition, provide the basis by which SWU staff comply with and enforce EPA-mandated post-construction pollution control regulatory requirements.

BMP 5.1 Creation, Review and Enforcement of Post-Construction Stormwater Pollution Prevention Regulatory Mechanisms and Standard Operating Procedures
Town Code 15-24 gives the Town authority to regulate and impose penalties on any development site not in compliance with SWU requirements, established in compliance with EPA- and ADEQ-mandated post-construction stormwater pollution prevention guidelines.

The Town requires permanent ground stabilization where applicable, as well as all new commercial development sites to install and maintain first flush filtration devices on all newly created, privately held drainage infrastructure where applicable. Town Code 15-24 provides the SWU opportunities to perform routine inspection of privately owned pollution control measures in order to ensure proper functioning and appropriate maintenance. This ordinance was designed to include an escalating corrective approach to violations detected by the SWU.

The Town also observes standard operating procedures for site plan review and site inspection during and after construction to ensure impact to the MS4 is at or less than pre-construction levels. A standard item on each pre-construction meeting agenda outlines certain requirements and procedures utilized by the Town with regard to post-construction pollution prevention. Written acknowledgement, and agreement with these requirements and procedures is requisite for developers to commence construction activities. All private site structural controls in place at new developments require certification by a professional engineer for building and installation. Furthermore, developers are informed at pre-construction meetings that the SWU requires submission of the Notice of Termination (NOT) and an ESRI shapefile of new MS4 infrastructure associated with each project upon completion. Upon receipt of the project-associated ADEQ NOT, SWU staff establish a post-construction site inspection schedule based on NOT date and rain events with the site developer.

In addition, construction site developers are responsible for post-construction SWPPP controls for one year after the NOT date. SWU staff conduct routine and weather-related site inspections throughout the first year of post-construction activities. Compliance with these requirements is a prerequisite for post-construction release of assurances and associated fees. The measurable goal for this BMP shall be the number of post-construction site inspections conducted during each reporting year.

BMP 5.2 Comprehensive GIS Inventory of Active and Finished Construction Projects

The Town of Oro Valley has and continues to update and keep accurate, a map of construction projects within the Town. Once a notice of termination is acquired or a final SWPPP inspection is conducted for a project, that project is marked project finished in the GIS database. Finished projects are then moved into the post-construction inspection phase, and inspected for efficacy with regard to local, state, and federal water quality standards. The measurable goal for this BMP will be an ongoing and continuous, up to date inventory of construction sites in post-construction phase.

BMP 5.3 Implement Standard Operating Procedure on Post-Construction Inspections

The Town of Oro Valley has drafted a standard operating procedure on post-construction inspections, and schedules them based on either the date of Termination for the project or the date of the final SWPPP inspection for projects that don't require a NOI. This procedure has helped the Town schedule inspections in the post-construction phase. This program assists in alerting property owners/developers to problems associated with post-construction stormwater control mechanisms.

The purpose of the post-construction inspection procedure includes the following:

A reduction in the discharge of pollutants, to the maximum extent practicable, to the MS4 permit area by completed construction projects. This is done through verification of the following:

1. Post construction site planning procedures are implemented and will reduce impacts to stormwater quality.
2. Structural and non-structural control measures are implemented, and all temporary best management practices (BMPs) have been removed.
3. All post construction activities are operating in compliance with Town of Oro Valley code.

Post construction inspections are performed in accordance with the Arizona Department of Environmental Quality (ADEQ) small MS4 permit AZG2021-002 requirements found in section 6.5. The measurable goals for this BMP shall be maintaining an effective post-construction inspection protocol for all completed projects, as well as the number of post-construction inspections performed each reporting year.

BMP 5.4 Site Plan Reviews

Included in the Town of Oro Valley plan review process is assessment of new drainage infrastructure design for efficacy with regard to local, state, and federal water quality standards. The Town of Oro Valley routinely inspects construction/building sites, making sure the approved plans are adhered to during the construction phase. The Town notifies developers in the event of non-compliance with Town permitting ordinances/processes. The measurable goal for this BMP shall be continued maintenance of a site plan review process for all public and private construction projects within the Town of Oro Valley.

MCM-6 Pollution Prevention and Good Housekeeping for Municipal Operations

The SWU works to minimize or eliminate the discharge of pollutants through the proper operation and maintenance of the public MS4, public streets, municipal parking lots, and municipal equipment yards. Seven best management practices are now being employed by the Town to facilitate stormwater pollution prevention and good housekeeping.

BMP 6.1 Inspection of Town of Oro Valley Municipal Operations, Storage, and Maintenance Facilities
The Town of Oro Valley will conduct inspections every quarter of every reporting year at the operations and maintenance yards located at 680 W. Calle Concordia, and 10700 N. La Canada Dr. The Town of Oro Valley will conduct inspections annually at the JDK Park Aquatic Center and the Community Recreation Center. Town of Oro Valley Stormwater Utility staff will inspect these Chemical storage and material handling areas and all existing onsite BMPs for conformance to NPDES Phase II permit requirements. Any identified deficiency will be corrected and documented per NPDES Phase II standards. The measurable goal of this BMP shall be the number of inspections of Town facilities conducted during each reporting year.

BMP 6.2 Street Sweeping
The SWU works in cooperation with the Operations Division to minimize storm sewer system pollutants through the removal of organic material, sediment, and debris from Town streets. Major streets are scheduled to be swept quarterly and residential streets are scheduled to be swept twice each year. Town Operations Division staff perform sweeps with proper equipment that is regularly maintained per specified Town of Oro Valley maintenance procedures. The measurable goal for this BMP shall be the amount of material removed from the Town MS4 through this program each reporting year.

BMP 6.3 Implementation of SPCC and Operation and Maintenance Plans for Town Maintenance Facilities
The Town of Oro Valley has developed spill prevention, control and countermeasure (SPCC) plans, as well as operation and maintenance (O&M) plans for both Town owned municipal operations and maintenance yards. These plans meet all Federal, State, and Local requirements for procedures on equipment and material handling, maintenance and storage procedures as well as the fundamental steps in prevention, control, cleanup and reporting of onsite hazardous chemical spills. The measurable goal for this BMP shall be continued adherence (verified through quarterly inspection) to these site-specific plans throughout each reporting year during this permit cycle.

BMP 6.4 Municipal Employee Training Program
The Town of Oro Valley Stormwater Utility staff will conduct annual pollution prevention, good housekeeping, and spill prevention/response training sessions for all Town municipal operations division, and parks and recreation employees. The measurable goal for this BMP shall be the number of Town staff trained on stormwater pollution prevention and good housekeeping annually.

BMP 6.5 Town of Oro Valley Municipal Vehicle and Heavy Equipment Washing Procedures
The Wastewater from vehicle or equipment cleaning performed outdoors can contribute toxic hydrocarbons and other organic compounds, oils and greases, nutrients, phosphates, heavy metals and suspended solids to stormwater. The Town of Oro Valley utilizes an onsite industrial grade vehicle and heavy equipment washing area that recycles the vehicle wash water and collects all potential environmental contaminants for proper disposal. The Town of Oro Valley has utilized these equipment washing procedures since the installation of this equipment in 2011. The measurable goal for this BMP shall be quarterly inspections of this equipment to ensure proper maintenance and functionality.

BMP 6.6 Town of Oro Valley Fleet Maintenance Schedule
The Town of Oro Valley adheres to a fleet maintenance schedule designed to prevent adverse effects to the environment due to lack of regular vehicle and heavy equipment maintenance. The Town of Oro Valley vehicle maintenance schedule includes an escalated maintenance regimen based upon mileage for vehicles and engine hours for heavy equipment. For vehicles the schedule is as follows: Every 5000 miles (A service), every

10000 miles (A service plus B service), Every 20000 miles (A service plus B service plus C service). For heavy equipment the schedule is as follows: Every 250 hours (A service), Every 500 hours (A service plus B service), Every 1000 hours (A service plus B service plus C service), Every 2000 hours (A service plus B service, plus C service, plus D service). The measurable goal for this BMP shall be documented service records (Cartegraph records) following this maintenance schedule for all Town owned heavy equipment and vehicles.

BMP 6.7 Facility Safety Data Sheet Inventory

The Town of Oro Valley keeps a comprehensive safety data sheet inventory of all potentially hazardous materials utilized onsite at the two operation and maintenance facilities located at 680 W. Calle Concordia, and 10700 N. La Canada Dr. Each safety data sheet includes a section on accidental release measures, providing information on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It also includes recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The information in these sheets consists of recommendations for:

- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

The measurable goal for this BMP shall be a continuously updated safety data sheet inventory of hazardous materials stored at these two locations within the Town.

III. MONITORING

Analytical monitoring is required by MS4's that discharge to outstanding waters or impaired waters listed in section 303(d) of the Federal Clean Water Act. At this time the Town does not discharge to any listed outstanding or 303 d impaired waters, and the Town's SWMP does not include provision for analytical stormwater monitoring.

IV. SWMP EVALUATION AND REVISION

SWU staff will review the SWMP in June of each year to evaluate the implementation status of the SWMP components, the effectiveness of each component, and the interaction between various components. During the annual review, the Town determines if revisions to the SWMP are required and appropriate. If SWMP revisions or additions are needed, the Town notifies ADEQ of any changes to the SWMP. If components of the SWMP need to be altered, the Town submits the proposed revisions to ADEQ with an explanation of why the original practice was ineffective and how the alterations will better address the goals of the management practice.

V. SWMP REPORTING AND PROGRAM ASSESSMENT

Annual Report:

To comply with Arizona State General Permit section 8.3, the Town submits annual reports on or before September 30th of each year for the preceding period of July 1 through June 30. The annual report summarizes the following:

- The status of self-evaluated compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the goal of reducing the discharge of pollutants to the maximum extent practicable and protecting water quality, and the measurable goals for each of the MCM's;
- Results of any information collected and analyzed;

- Changes made to the SWMP since the last annual report and a summary of stormwater activities the Town plans to undertake during the next reporting period;
- Proposed changes or updates to the SWMP;
- A description of BMP's to be implemented within new areas annexed over the past year located within the regulated boundaries of the MS4;
- A description and schedule for implementation of additional BMP's that may be necessary; and
- If necessary, notice that the Town is relying on another government entity to satisfy some of the permit obligations.

The annual report is submitted to:

Arizona Department of Environmental Quality
Compliance Data Unit
1110 W. Washington St
Phoenix, Arizona 85007

Other Reporting:

In compliance with Arizona State General Permit section 9.0, the Town provides reports to ADEQ for the following events:

- **Anticipated Noncompliance**
  The Town will give advance notice to ADEQ of any planned changes that may result in noncompliance with permit requirements.

- **Transfers**
  The Town will not transfer the permit to any person except after notice to the ADEQ Director. Additional modification or revocation may be needed to change the name of the permittee and incorporate other requirements in order to maintain permit compliance.

- **Other information**
  The Town will promptly notify ADEQ after becoming aware of a failure to submit any relevant facts or submitting incorrect information in the NOI or in any other report to ADEQ.

VI. Stormwater Utility/Relevant Public Works Department Staffing

Title	Phone
Public Works Director Town Engineer, Floodplain Administrator	520 229 4800
Public Works Assistant Director	520 229 4800
Permitting Division Manager	520 229 4800
Inspection/Compliance Division Manager/ Building Safety Official	520 229 4800
Stormwater Utility Division Manager	520 229 4816
Stormwater Utility Project Manager	520 229 4816
Senior Stormwater Engineer	520 229 4816
Stormwater Inspector	520 229 4816
Stormwater Utility Analyst	520 229 4816
Main Office, Public Works Department (Permitting, Planning, Inspections & Compliance, Engineering)	520 229 4800
Operations Division Office (Street Maintenance)	520 229 5070

VII. ATTACHMENTS

Attachment A: AZPDES Phase II MS4 Current Permit
Attachment B: Notice of Intent (NOI)
Attachment C: Town of Oro Valley Stormwater Infrastructure Map
Attachment D: SWMP List of Responsible Departments
Attachment E: SWMP Modification Log
Attachment F: Illicit Discharge Detection and Elimination System
Attachment G: Stormwater Checklist for Plan Review
Attachment H: Construction and Post-Construction Site Standard Operating Procedures
Attachment I: Stormwater Characterization Monitoring Plan

Attachment A: AZPDES Phase II MS4 Current Permit.

ARIZONA DEPARTMENT
OF
ENVIRONMENTAL QUALITY

Arizona Pollutant Discharge Elimination System
General Permit for Stormwater Discharges
From Small Municipal Separate Sewer Systems
to Protected Surface Waters

This permit provides authorization to discharge under the Arizona Pollutant Discharge Elimination System (AZPDES) program, in compliance with the provisions of the Arizona Revised Statutes (A.R.S), Title 49, Chapter 2, Article 3.1, the Arizona Administrative Code (A.C.C.), Title 18, Chapter 9, Article 9, and Chapter 11, Article 1; and the Clean Water Act as amended (33 U.S.C. 1251 *et seq.*). This general permit authorizes stormwater discharges of pollutants from small municipal separate storm sewer systems (MS4s) in Arizona to Protected Surface Waters, pursuant to federal conditions in 40 CFR § 122.34 and A.R.S. Title 49 Chapter 2, Article 3.1 *et seq*. State requirements for discharges to non-WOTUS protected surface waters are enforceable solely by the Arizona Department of Environmental Quality (ADEQ). All discharges authorized by this general permit shall be consistent with the terms and conditions of this general permit.

This general permit is effective on September 30, 2021.

This general permit and the authorization to discharge expires at midnight on September 29, 2026.

Signed Sep 30, 2021

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

Trevor Baggiore (Sep 30, 2021 15:29 PDT)

Trevor Baggiore, Director
Water Quality Division

Contents

1.0 COVERAGE UNDER THIS GENERAL PERMIT

1.1 Permit Area (40 CFR 122.28(a)(1))

This permit covers and applies to traditional and non-traditional regulated, Small Municipal Separate Storm Sewer Systems (MS4s) in Arizona except those located in Indian Country. This permit is not authorized for use by sites with stormwater discharges associated with MS4s on any Indian Country lands in Arizona. Authorization for discharges in Indian Country must be obtained through US EPA Region IX or other appropriate authority.

- City or Town – Urbanized area(s) determined by the most recent Decennial Census by the Bureau of Census, including areas annexed during the permit term;
- County – Unincorporated urbanized area determined by the most recent Decennial Census by the Bureau of Census;
- State, federal, and other publicly-owned properties that the Director determines contributes to a violation of a water quality standard or is a significant contributor of pollutants to protected surface waters; and
- Areas outside of an urbanized area as designated by the Director pursuant to Arizona Administrative Code (A.A.C.) R18-9-A902(D).
- If your small MS4 is not located entirely within an urbanized area, only the portion that is within the urbanized area is regulated, pursuant to 40 CFR 122.32(1)(a).

1.2 Eligibility (40 CFR 122.32)

This permit authorizes the discharge of stormwater from MS4s to all waters on the protected surface water list, including discharges to waters of the U.S. (WOTUS) and non-WOTUS protected surface waters. The requirements of discharges to non-WOTUS protected surface waters are state-only, and enforceable solely by ADEQ. An MS4s requiring coverage:

1. Is located fully or partially within an urbanized area as determined by the latest Decennial Census by the Bureau of Census; or
2. Is designated for permit authorization by the department under the A.A.C. R-18-9-A902(D)(1), R18-9-A902(D)(2), R-18-9-A902(E), R18-9-A905(A)(1)(f) which incorporates 40 CFR §122.32.
3. Existing permittees shall implement all requirements of this permit within one (1) year of the effective date of the permit. Existing permittees shall maintain their Stormwater Management Program (SWMP) implemented under the 2016 Phase II MS4 permit until requirements of this permit are implemented.
4. New permittees shall implement all requirements of this permit within two (2) years of obtaining permit coverage. During the first two permit years, new

permittees may request, in writing to ADEQ, a one-time extension of one (1) additional year to complete a specific permit requirement. Requests should be emailed to AZPDES@azdeq.gov.

1.3 Limitations of Coverage

This general permit does not authorize:

1. Discharges mixed with sources of non-stormwater unless the non-stormwater discharges comply with an applicable NPDES or AZPDES permit, as addressed in Part 6.3(6), IDDE;
2. Stormwater discharges associated with industrial activity as defined in 40 CFR §122.26(b)(14)(i)-(ix) and (xi);
3. Stormwater discharges associated with construction activity as defined in 40 CFR §122.26(b)(14)(x) or 40 CFR §122.26(b)(15);
4. Stormwater discharges currently covered under another permit;
5. Discharges to impaired or not-attaining waters, listed in the Clean Water Act 303(d) list of Impaired Waters, if discharge(s) from the MS4 contain, or may contain, pollutant(s) for which the receiving water is listed except:
   a. If a TMDL has been established and the stormwater management program (SWMP) is consistent with the requirements of the TMDL, including any wasteload allocation or load allocation in the TMDL. (See Appendix C for specific TMDL wasteload allocations.) The SWMP shall also identify Best Management Practices (BMPs) the permittee will use to meet wasteload allocations or load allocations and include monitoring for associated pollutant(s); and
   b. If a TMDL has not been established and the SWMP includes a section describing how the program will control the discharge of 303(d) listed pollutants and ensure to the maximum extent practicable that discharges from the MS4 will not cause or contribute to exceedances of surface water quality standards (SWQS). The SWMP shall also identify BMPs the permittee will use to control discharges and include monitoring of their effectiveness.
6. New or expanded point-source discharges directly to water classified as an Outstanding Arizona Water (OAW) under A.A.C. R18-11-112.

1.4 Permit Compliance (40 CFR 122.36)

Non-compliance with any requirement of this permit constitutes a violation of the permit and may result in an enforcement action, including notices of violation, consent orders, injunctive relief and/or penalties under state and federal laws.

2.0 AUTHORIZATION UNDER THIS PERMIT

Existing permittees that have coverage as of the effective date of this permit:

1. Within the first year of this permit, the permittee shall update the SWMP as necessary to comply with the requirements of Part 4 of this permit; and
2. Within the first 60 calendar days from the effective date of this permit, the permittee shall submit a new NOI in myDEQ. The MS4 may continue to comply with the terms and conditions of the expired permit (AZG2016-002) until the NOI is submitted and payment is made for the permit application fee.

New permittees shall submit a NOI in myDEQ and pay the permit application fee to obtain coverage under this permit.

2.1 Notice of Intent (NOI)

1. A person seeking authorization to discharge under this general permit shall submit to the department a complete and accurate NOI on a form provided by the department and includes, at a minimum, the following information:
   a. Name of MS4;
   b. Operator name and title;
   c. Mailing address;
   d. Annual fee billing information;
   e. Contact person;
   f. Contact information;
   g. Estimated population of regulated area (based on most recent decennial census by the Bureau of Census);
   h. Protected surface water(s);
   i. The number of outfalls that discharge to a protected surface water(s).; and
   j. Outfall name or identification, for outfalls required in "i" above.
2. If the department notifies the applicant of deficiencies or inadequacies in any portion of the NOI, or requests additional information, the applicant shall correct the deficient or inadequate portions and submit a revised NOI that addresses the deficiencies within seven (7) days of receiving notification.
3. The permittee shall submit a revised NOI to the department within fifteen (15) days whenever there is a change of information (certifying official, mailing address, contact information, etc.).

2.2 Permit Fees

Permittees are subject to fees established in A.A.C. R18-14-109, Table 6. The department will issue an invoice annually to the permittee at the address identified on the NOI. Permittees shall submit the applicable fee when submitting an NOI to obtain coverage under this permit.

2.3 Terminating Coverage (NOT)

A permittee may terminate coverage under this general permit by submitting a NOT on a form provided by the department. Authorization to discharge terminates at midnight on the day the NOT is received by the department.

If the operator does not obtain coverage under an alternate AZPDES permit that authorizes the discharge of stormwater prior to submitting the NOT, the operator will be considered discharging without a permit.

NOTs shall be signed in accordance with Part 9.9 and shall be submitted to ADEQ via email at AZPDES@azdeq.gov. The email subject line must include "Termination – MS4 Permittee Name."

2.4 Coverage under an Individual Permit

Pursuant to A.A.C. R18-9-C902, a person may request, or be required by the Director, to obtain coverage under an individual permit.

2.5 Continuation of this General Permit

If this permit is not reissued prior to the expiration date, it will be administratively continued in accordance with A.A.C. R18-9-C903 and remain in force and effect for discharges that were authorized prior to expiration.

If the MS4 operator does not submit a timely, complete, and accurate NOI requesting authorization to discharge under a reissued permit or a timely request for authorization under an individual or alternative general permit, authorization under this permit will terminate on the effective date of the reissued permit unless otherwise specified in this permit. See Part 2.0.

3.0 STORMWATER PROGRAM ENFORCEMENT

3.1 Establish Enforcement Procedures (40 CFR 122.34(b)(3)(B))

Permittees shall adopt and implement local ordinance(s) or other regulatory mechanism(s) that provide adequate enforcement procedures to satisfy the requirements of this permit to control pollutant discharges into its MS4.

3.2 Enforcement Requirements

If not already developed, the permittee shall establish and exercise enforcement procedures to comply with this permit. To be considered adequate, enforcement procedures shall, at a minimum, address the following:

1. Prohibit and eliminate illicit connections and discharges to the MS4;
2. Control the discharge of spills, and prohibit dumping or disposal of material other than stormwater into the MS4;
3. Require compliance with conditions in the permittee's ordinances, permits, contracts, or orders;
4. Require owners/operators of construction activities, new or redeveloped land, and industrial and commercial facilities to minimize the discharge of pollutants to the MS4 through the installation, implementation, and maintenance of stormwater control measures;
5. To the extent allowed under State law, the permittee shall have methods to 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 local stormwater control ordinances/standards;
6. The permittee shall promptly require violators cease and desist illicit discharges or discharges of stormwater in violation of any ordinance or standard and/or cleanup and abate such discharges;
7. To the extent allowable under State and federal law, the permittee shall impose civil or criminal sanctions (including referral to a city or district attorney) and escalate corrective response, consistent with its enforcement response;
8. Identify departments within the permittee's jurisdiction that conduct stormwater-related activities and their roles and responsibilities under this permit. Include an up-to-date organizational chart specifying these departments and key personnel positions;
9. Identification of the local administrative and legal procedures and ordinances available to mandate compliance with stormwater-related ordinances and therefore with the conditions of this permit; and

10. A description of how stormwater related-ordinances are implemented and appealed.

3.3 Enforcement Response Plan(s)

The permittee shall develop an enforcement response plan (ERP) that specifies how it will exercise its legal authority to comply with this permit. The ERP shall include a prioritization schedule that establishes escalated enforcement for non-compliance of illicit discharges and construction activities. In developing the ERP, the permittee shall include the following factors in prioritizing escalated enforcement:

1. Severity of non-compliance;
2. Repeated non-compliance;
3. Proximity to a receiving water or storm sewer system; and
4. Other appropriate factors.

4.0 STORMWATER MANAGEMENT PROGRAM

The permittee shall develop, implement, and enforce a Stormwater Management Program (SWMP) that is designed to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the federal Clean Water Act and A.R.S Title 49 Chapter 2, Article 3.1 *et seq*. The program shall be documented and available for review by ADEQ, U.S. EPA, and interested persons.

1. Existing permittees shall modify or update their existing SWMP to meet the terms and conditions of this permit within one (1) year of the effective date of this permit.
2. New permittees shall develop a SWMP that meets the conditions of this permit within two (2) years of the effective date of their coverage.
3. At a minimum, and at least annually, all permittees shall assess, evaluate, and update the SWMP and incorporate any revisions necessary to maintain permit compliance. The annual SWMP review shall occur in connection with preparing the annual report (see Parts 8.1 and 8.3).

4.1 Contents of the Stormwater Management Program

At a minimum, the SWMP shall contain the following:

1. Listing of all protected surface waters, their classification under the applicable state surface water quality standards (SWQS), any impairment(s) and associated pollutant(s) of concern, applicable TMDLs and WLAs, and number of outfalls from the MS4 that discharge to each waterbody;
2. The process and schedule for creating and maintaining an up-to-date map that includes, at a minimum, the storm sewer system, outfalls, and protected surface waters;
3. Illustrate any areas that are not subject to the MS4 and identify why there is no discharge within the MS4 boundaries;
4. Listing of all known, ongoing discharges that cause or contribute to the exceedance of an applicable surface water quality standard;
5. Description of practices to achieve compliance with the permit. For each permit condition identify:
    a. The personnel, position or department responsible for implementing the measure; and
    b. The BMPs for each control measure or permit requirement,
6. Description of practices to achieve compliance with applicable TMDLs or waste load allocation, including measurable goal(s) for each BMP and

corresponding milestones and timeframes. Each goal shall have an associated measure of assessment;

7. Analytical monitoring program for impaired or not-attaining waters, and for Outstanding Arizona Waters to ensure compliance with permit limitations, wasteload allocation(s), and SWQS;
8. The analytical monitoring program shall include a Sampling and Analysis Plan (SAP) that includes the following minimum components: sample collection, equipment and containers, decontamination, calibration procedures, sample frequency (based on illicit discharge characteristics), document site conditions, field notes, sample preservation, tracking (chain-of-custody), and handling;
9. Protocol for annual program evaluation (Part 8.1). Update annually and maintain copies; and
10. Identification of personnel (department, position, etc.) responsible for program implementation.

4.2 Stormwater Management Plan Availability

The permittee shall retain a copy of the current SWMP required by this permit at the office or facility identified on the NOI and shall be available upon request by ADEQ or U.S. EPA, or their authorized representatives.

A copy of the most up-to-date SWMP shall be made available to the public during normal business hours and posted on the permittee's website.

5.0 WATER QUALITY STANDARDS

The permittee shall develop, implement and enforce a program to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of federal and state laws.

5.1 Water Quality Based Effluent Limitations

Pursuant to Clean Water Act 402(p)(3)(B)(iii) and A.R.S 49-255.04, this permit includes provisions to ensure that discharges from the permittee's small MS4 do not cause or contribute to an exceedance of SWQS, in addition to requirements to reduce the discharge of pollutants to the maximum extent practicable.

To assure compliance with permit limitation, ADEQ may require the permittee to conduct analytical monitoring and will provide notice to the permittee in writing (see Part 7).

5.2 Surface Water Quality Standards (SWQS)

1. The permittee shall implement the six (6) Minimum Control Measures (MCMs) specified in Part 6 to the maximum extent practicable to protect water quality, and to satisfy water quality requirements of the Clean Water Act, including attainment of SWQS.
2. If the permittee discovers, or is otherwise notified by ADEQ or U.S. EPA, that a discharge from the MS4 is causing or contributing to an exceedance of an applicable surface water quality standard, the permittee shall expand or better tailor its BMPs within the scope of the six (6) minimum control measures in Part 6.0 to achieve progress toward attainment of SWQS. The requirements for discharges to non-WOTUS protected surface waters are state-only, and enforceable solely by ADEQ.

6.0 MINIMUM CONTROL MEASURES

The permittee shall reduce the discharge of pollutants to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate requirements of the Clean Water Act and A.R.S 49-255.04 by implementing the six (6) minimum control measures (MCMs) in parts 6.1 – 6.6 below.

1. Existing permittees shall continue to implement their existing SWMPs while making updates pursuant to this permit. This permit does not extend the compliance deadlines set forth in previous permits.
2. Implementation of one (1) or more of the minimum control measures described in Parts 6.1 – 6.6 or other permit requirements may be shared with another entity (including another interconnected MS4) or the other entity may fully implement the measure or requirement, if the following requirements are satisfied (See 40 CFR 122.35(a)):
   a. The other entity implements the control measure as specified in the SWMP;
   b. The particular control measure or component thereof undertaken by the other entity is at least as stringent as the corresponding permit requirements
   c. The other entity agrees to implement the control measure on the permittee's behalf. The SWMP shall specify that the permittee is relying on another entity to satisfy some of its permit obligations and specify what those obligations are;
   d. The permittee remains responsible for compliance with all permit obligations if the other entity fails to implement the control measures (or component thereof). The permittee may enter into a legally binding agreement with the other entity regarding the other entity's performance of control measures, but the permittee remains ultimately responsible for permit compliance.

6.1 Public Education and Outreach (40 CFR 122.34(b)(1))

The permittee shall identify and implement an educational program that focuses on the impacts of stormwater discharges to and from the MS4.

1. At a minimum, the permittee shall provide public education, outreach to at least one (1) target group, and focus its efforts on conveying relevant messages using one (1) or more appropriate topics listed below during each year of the permit term. Topics listed are not exclusive, and the permittee may focus its effort on one (1) or more target group(s) and topic(s) most relevant to the MS4.
   a. *Target Groups:*

      General Public, Residential Community, Homeowners, , Schools

b. *Topics:*

i. Post-construction ordinances and long-term maintenance requirements for permanent stormwater controls;

ii. Stormwater runoff issues and residential stormwater management practices;

iii. Potential water quality impacts of application of pesticides, herbicides and fertilizer and control measures to minimize runoff of pollutants in stormwater;

iv. Potential impacts of animal waste on water quality and the need to clean up and properly dispose of pet waste to minimize runoff of pollutants in stormwater;

v. Illicit discharges and illegal dumping, proper management of non-stormwater discharges, and to provide information on reporting spills, dumping, and illicit discharges;

vi. Spill prevention, proper handling and disposal of toxic and hazardous materials, and measures to contain and minimize discharges to the storm sewer system;

vii. Installation of catch basin markers or stenciling of storm sewer inlets to minimize illicit discharges and illegal dumping to storm sewer system;

viii. Proper management and disposal of used oil; or

ix. Community activities (monitoring programs, environmental protection organization activities, etc.).

2. At a minimum, the permittee shall provide business sector education/outreach to at least one (1) target group and focus its efforts on conveying relevant messages using one (1) or more appropriate topic(s) listed below during each year of the permit term. Topics listed are not exclusive, and the permittee may focus its efforts on one (1) or more target group(s) and topic(s) most relevant to the MS4.

1. *Target Groups:*

Development, Community/Home Owner Association, Construction Site Operators, Targeted Sources or Types of Businesses (industrial or commercial)

2. *Topics:*

i. Planning ordinances and grading and drainage design standards for stormwater management in new developments and significant redevelopments;

ii. Post-construction ordinances and long-term maintenance requirements for permanent stormwater controls;

iii. Municipal stormwater requirements and stormwater management practices for construction sites;

iv. Illicit discharges and proper management of non-stormwater discharges;

v. Spill prevention, proper handling of toxic and hazardous materials, and measures to contain and minimize discharges to the storm sewer system;

vi. Proper management and disposal of used oil and other hazardous or toxic materials, including practices to minimize exposure of materials/wastes to rainfall and minimize contamination of stormwater runoff;

vii. Stormwater management practices, pollution prevention plans, and facility maintenance procedures; or

viii. Water quality impacts associated with land development (including new construction and redevelopment).

3. The program shall focus on messages for specific audiences as well as show progress toward the defined educational goals of the program. The permittee shall identify methods that it will use to evaluate the effectiveness of the educational messages and the overall education program. Any methods used to evaluate the effectiveness of the program shall be tied to the defined goals of the program and the overall objective of changes in behavior and knowledge.
4. The permittee shall modify any ineffective messages or distribution techniques on an annual basis. See Part 8.1(3) for record keeping requirements.

6.2 Public Participation and Involvement (40 CFR 122.34(b)(2))

The permittee shall provide opportunities to engage the public to participate in the review and implementation of the permittee's SWMP.

1. All public involvement activities shall comply with state and local public notice requirements. The SWMP and all annual reports shall be available to the public. The current SWMP and annual report in subsequent years shall be posted no later than 30-days of the due date of the annual report. See 1.2(3) and (4).
2. The permittee shall annually provide the public an opportunity to participate in the review, revisions, updates, and implementation of the SWMP.
3. The permittee shall create opportunities for citizens to participate in the implementation of stormwater controls, for example, but not limited to:

a. Stream clean-ups;

b. Storm drain stenciling;

c. Volunteer monitoring;

d. Disposal of household hazardous waste;

e. Educational activities; and

f. Facilitation of Adopt-A-Wash, Adopt-A-Park, and Adopt-A-Street litter control activities.

4. The permittee shall provide and publicize a reporting system to facilitate and track public reporting of spills, discharges and/or dumping to the MS4 on a continuous basis.

5. The permittee shall document the details of the public involvement and participation program in the SWMP.

6.3 Illicit Discharge Detection and Elimination (IDDE) Program

(40 CFR 122.34(b)(3))

The permittee shall identify, develop, implement and enforce a program to detect and eliminate illicit discharges into the MS4. The IDDE program shall be recorded in a written document and maintained in the SWMP. The IDDE program shall include each of the elements listed in this section.

1. Storm Sewer Mapping

   The permittee shall prepare and maintain an up-to-date map of the MS4. At a minimum, the storm sewer map shall be sufficient in scope and detail to identify and isolate illicit discharges. The permittee is not required to submit storm sewer system mapping infrastructure to ADEQ unless specifically requested, and shall make mapping information available to ADEQ or EPA to assess permit compliance.

   The permittee shall develop a map that includes, at a minimum, the following:

   a. Storm sewer system including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man—made channels, or storm drains that are owned or operated by the permittee and convey stormwater to protected surface waters.

   b. The location of all outfalls; and

   c. The name and location of all protected surface waters that receive discharges from outfalls.

   Existing permittees shall review and update maps within one (1) year from the effective date of this permit, including areas annexed within the previous permit term.

For existing permittees that have an increase of their "Urbanized Area" (UA) based on the 2020 Census, mapping shall be completed as following:

a. Within three (3) years from the effective date of the updated UAs from the Decennial Census;
b. At a minimum of 33% each year (permit years 1-3) and will be updated in the annual report; and
c. Supporting documentation should be maintained in the SWMP.

New permittees must include a mapping schedule in their NOI. The schedule must include how the permittee will conduct the mapping process, a timeline, and estimated completion dates.

2. Enforcement Procedures

a. The permittee shall prohibit non-stormwater discharges into the storm sewer system by implementing appropriate enforcement procedures and actions authorized by current ordinances, by-laws or other regulatory mechanisms. See Part 3.2 Enforcement Requirements for additional requirements on ordinances.

b. The written IDDE program shall include a reference or citation of the authority (ordinance or other regulatory mechanism) the permittee will use to implement all aspects of the IDDE program.

3. Statement of IDDE Program Responsibilities

The permittee shall establish a written statement that clearly identifies responsibilities with regard to eliminating illicit discharges. The statement shall identify the lead municipal agency or department responsible for implementing the IDDE Program as well as any other agencies or departments that may have responsibilities for aspects of the program. Where multiple departments and agencies have responsibilities to the IDDE program, specific areas of responsibility shall be defined and processes for coordination and data sharing shall be established and documented.

4. Illicit Discharge Detection and Elimination Reporting

The Permittee shall track and maintain records of the activities conducted to meet the requirements of Parts 6.1 – 6.6. The Permittee shall submit as part of each annual report a summary of IDDE activities in tabular format. The required fields are:

a. MS4 Name;

b. Date incident reported or discovered;

c. Date of the beginning of your response;

d. Date of the end of your response;

e. Did the discharge reach a protected surface water (yes, no, or unknown);

f. Incident location (address or latitude and longitude);

g. Pollutants;

h. Source; and

i. Correction method(s).

5. Eliminating Illicit Discharges

Illicit discharges to the MS4 are prohibited and constitute a violation of this permit, when the permittee is not fully implementing applicable permit requirements and the SWMP.

Upon detection of an illicit discharge, or receipt of a complaint regarding a discharge, the permittee shall eliminate the discharge as expeditiously as possible. The permittee shall identify and notify all responsible parties for any such discharge and require immediate cessation in accordance with its legal authorities. Where elimination of an illicit discharge is not immediately possible, the permittee shall establish an expeditious schedule for its elimination and report the dates of identification and schedules for removal in the permittee's annual reports. The permittee shall immediately commence actions necessary for elimination. In the interim, the permittee shall take all reasonable and prudent measures to minimize the discharge of pollutants to its MS4.

6. Non-Stormwater Discharges

The following categories of non-stormwater discharges or flows shall be addressed when such discharges are identified by the permittee as sources of pollutants to a protected surface water:

a. Water line flushing;

b. Landscape irrigation, including flood irrigation;

c. Diverted stream flows;

d. Rising ground waters;

e. Uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20)) to separate storm sewers;

f. Uncontaminated pumped groundwater;

g. Discharges from potable water sources;

h. Foundation drains;

i. Air conditioning condensation;

j. Irrigation water;

k. Springs;

l. Water from crawl space pumps;

m. Footing drains;

n. Lawn watering;

o. Individual residential car washing;

p. Flows from riparian habitats and wetlands;

q. Dechlorinated swimming pool discharges;

r. Street wash water;

s. Discharges or flows from emergency firefighting activities;

t. Discharges authorized by another NPDES or AZPDES permit.

7. Visual Monitoring

The permittee shall develop, implement, and maintain a visual monitoring program that includes both dry weather and wet weather stormwater discharges to identify, monitor, and eliminate illicit discharges; and to ensure compliance with effluent limitations in this permit.

a. The monitoring programs shall include written procedures for conducting visual monitoring of outfalls from the MS4. Monitoring procedures shall include, at a minimum, the following information/observations: outfall identification, personnel, time, date, weather conditions at time of inspection, estimated flowrate, apparent odor, color, clarity, debris, floatables, and other necessary information to characterize the screening;

b. The permittee shall visually monitor at least 20% of all outfalls each year. Re-inspection of outfalls may be included in the annual monitoring percentage. In the event an illicit discharge is discovered, the permittee shall implement measures to eliminate the illicit discharge (parts 6.3(1) - 6.3(6)); and

c. Follow-up Screening: The permittee shall establish a follow-up screening schedule for identified or suspected illicit discharges to ensure they do not recur.

d. In the event a Small MS4 has fewer than five (5) outfalls, a minimum of five (5) screening points, or combination of outfalls and screening points, shall be utilized for the visual monitoring requirement. Screening points shall be at locations where stormwater leaves the Small MS4's permitted area including locations where stormwater may discharge to another MS4 or other conveyance.

8. Indicators of IDDE Program Progress

The permittee shall define or describe indicators for tracking program success. At a minimum, indicators shall include measures that demonstrate efforts to

locate illicit discharges that were identified and removed. Such measures may include response time to inspection, an increase in public awareness, time from discovery to elimination, and other appropriate factors. The permittee shall evaluate the overall effectiveness of the program at least annually and incorporate improvements as necessary.

9. Staff Training

   The permittee shall, at a minimum, provide annual training to employees involved in the IDDE program (e.g., street workers, inspectors, solid waste personnel, etc.). The training shall include the IDDE program components and how to recognize illicit discharges.

10. AZPDES Non-Filers

    The permittee shall implement a program to identify facilities and activities (e.g., industrial facilities, construction activities, etc.) that discharge to the MS4 without an AZPDES/NPDES permit.

    a. A description of the permittee's non-filer program shall be included in the SWMP.
    b. The permittee shall report suspected non-filers to ADEQ at AZPDES@azdeq.gov on a monthly basis, if there are non-filers to report. This report shall include, at a minimum, the facility name and location of the suspected non-filer. The email subject line must include "Non-filer – MS4 Permittee Name."

6.4 Construction Activity Stormwater Runoff Control (40 CFR 122.34(b)(4))

The permittee shall develop, implement, maintain, and enforce a construction activity stormwater runoff control program to minimize or eliminate pollutant discharges to the MS4s from construction activities that will disturb one (1) or more acres of land, including sites less than one (1) acre that are part of a common plan of development or sale.

1. Construction Activity Stormwater Runoff Implementation

   The permittee shall assess existing legal authority, codes, and other relevant mechanisms and adopt, and implement measures to ensure compliance with construction activity runoff timeframe(s) specified in Part 3.1.

2. Construction Activity Stormwater Runoff Program Components

   The construction activity stormwater runoff control program shall include, at a minimum, the elements in paragraphs a. through h. of this part:

   a. An ordinance or other regulatory mechanism that requires the use of sediment and erosion control practices and allows the permittee, to the extent authorized by law, to impose sanctions ensuring compliance with the local program. See Part 3.2 Enforcement Requirements for additional requirements on ordinances.

b. An inventory of all construction activities that disturb or will disturb one (1) or more acres within the permitted area, including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.

c. Written procedures for site plan review shall include:

   1. A review of the site design;
   2. The planned operations at the location of the construction activity;
   3. Planned stormwater controls during each construction phase; and
   4. The planned controls to be used to manage runoff created after development. (see 6.5)

d. Written procedures for site inspections and enforcement of sediment and erosion control measures. The procedures shall clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The program shall allow the MS4, to the extent authorized by law, to impose sanctions ensuring compliance with the local program. These procedures and regulatory authorities shall be documented in the SWMP.

e. In developing procedures for site inspections and enforcement control measures, the permittee shall consider, at a minimum, the following:

   1. The phase of construction;
   2. Proximity to an impaired, not-attaining or OAW;
   3. Size of the construction activity (acreage disturbed); and
   4. History of non-compliance (site or operator).

f. Implement procedures for site inspections of public and private construction projects in accordance with the frequency specified below:

   1. Sites (1) one acre or larger that are within 1/4 mile of an impaired or not-attaining protected surface water, that is impaired for turbidity or Suspended Sediment Concentration (SSC), shall be inspected a minimum of once per week, and within 24 hours of the occurrence of each storm event of 0.5 inches or greater in a 24 hour period;
   2. Sites with 50 acres or more shall be inspected a minimum of every two weeks;
   3. Sites with 50 acres or less shall be inspected a minimum of once per month; and
   4. Sites with 5 acres or less shall be inspected a minimum of once per quarter.

   Compliance during this permit term shall be determined by achieving at least 80% of scheduled inspections annually.

g. Based on construction activity inspection findings, the permittee shall take all necessary follow-up actions (i.e., re-inspection, enforcement) to ensure compliance in accordance with the permittee's enforcement response plan required under Part 3.3.

h. The permittee shall require construction operators to implement sediment and erosion control BMPs appropriate for the conditions at the construction site. Examples of appropriate sediment and erosion control measures for construction activities include local requirements to:

1. Minimize the amount of disturbed area and protect natural resources;
2. Stabilize sites when projects are complete or operations have temporarily ceased;
3. Protect slopes on the site of the construction activity;
4. Protect storm drain inlets and armor all newly-constructed outlets;
5. Use perimeter controls at the site;
6. Stabilize entrance(s) and exit(s) at the location of the construction activity to prevent off-site tracking; and
7. Inspect stormwater controls at consistent intervals.

i. The permittee shall require construction operators to control wastes, including but not limited to: discarded building materials, paints, fertilizers, concrete washout, chemicals, litter, equipment leaks, and sanitary wastes.

3. Personnel Qualifications

The permittee shall ensure staff who conduct activities related to implementing the construction stormwater program (permitting, plan review, construction activity inspections, enforcement, etc.) have the knowledge, skills, and abilities to proficiently carryout their assigned duties.

4. Construction Activity Operator Education and Public Involvement

The permittee must develop and implement a program to provide education to construction activity operators on erosion and sediment control BMP requirements and establish procedures for receipt of, and consideration of, information submitted by the public.

6.5 Post-Construction Stormwater Management in New Development and Redevelopment (40 CFR 122.34(b)(5))

The permittee shall develop, implement, and enforce a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb one (1) or more acres of land (or less than one (1) acre if part of a common plan of development) that discharge into the permittee's MS4.

1. The post-construction stormwater management program shall include a combination of structural and/or non-structural best management practices, as well as the components identified in this section.
2. An ordinance or regulatory mechanism shall be implemented to address runoff from new development and redevelopment projects. The regulatory mechanism shall specify that owners or operators of new development and redevelopment sites discharging to the MS4, design, install, and maintain post-construction stormwater controls that reduce or eliminate the discharge of pollutants from the site after construction activities are completed. See Part 3.2 Enforcement Requirements for additional requirements on ordinances.

   Permittees shall evaluate existing ordinance or other regulatory mechanism(s) to address post-construction stormwater runoff from new development and redevelopment projects. If it is determined existing ordinances or other regulatory mechanism(s) shall be modified, the permittee shall develop, adopt and implement a revised ordinance or other mechanism within the timeframes(s) specified in Part 3.1.

   The permittee's new development/redevelopment program shall have procedures to ensure any stormwater controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality from stormwater runoff.
3. Site Plan Review

   The permittee shall design, implement, and maintain a site plan review process to evaluate and approve post-construction stormwater controls. See permit part 6.4(2)(c) for site plan review requirements.
4. Post-Construction Stormwater Control Inventory

   The permittee shall implement and maintain an inventory system of all post-construction structural stormwater control measures installed and implemented at new development and redeveloped sites, including both public and private sector sites located within the permit area that discharge into the MS4. The inventory must be searchable by property location (either on paper or electronic) and other relevant criteria (e.g., type: retention, detention, green stormwater infrastructure, permeable pavement, dry well, size: feet, acre, volume; and, purpose: sediment removal, metals treatment, oil and grease).
5. Operation and Maintenance of Post-Construction BMPs

   The permittee shall establish processes, procedures, and other such provisions necessary, such as routine inspections of post-construction BMPs to ensure the long-term operation and maintenance of post-construction stormwater BMPs.

6.6 Pollution Prevention and Good Housekeeping for Municipal Operations (40 CFR 122.34(b)(6))

The permittee shall develop, implement, and maintain an operations and maintenance program that includes a training component with the ultimate goal of preventing or reducing pollutant runoff and protecting water quality from municipal facilities and activities. The provisions in this part apply to facilities and activities that are not subject to separate AZPDES permitting.

1. At a minimum, the program shall include control measures for reducing or eliminating the discharge of pollutants from:
    a. streets, roads, highways,
    b. municipal parking lots,
    c. maintenance and storage yards,
    d. fleet or maintenance shops with outdoor storage areas,
    e. salt/sand storage locations and snow disposal areas operated by the permittee,
    f. waste transfer stations;
    g. disposal of waste removed from the separate storm sewers and areas listed above (such as dredge spoil, accumulated sediments, floatables, and other debris);

2. Operation and Maintenance of Pollution Prevention and Good Housekeeping BMPs

    The permittee shall establish processes, procedures, and other such provisions necessary to ensure the long-term operation and maintenance of stormwater BMPs. At a minimum, the processes and procedures shall include:

    a. Development of an inventory of municipally-owned and operated facilities and activities that discharge;
    b. Prioritize municipal facilities based on their risk to discharge pollutants and develop and implement a site inspection schedule (example, more frequent inspections for higher risk facilities, less frequent inspections for lower risk facilities);
    c. Develop and implement an inspection schedule for municipally-owned or operated facilities and activities, based on priority, to ensure stormwater controls are effective and being properly maintained. Inspections shall be implemented with the following frequencies:
        i. High risk facilities shall be inspected at least once every quarter;
        ii. Medium risk facilities shall be inspected at least twice per year; and
        iii. Low risk facilities shall be inspected at least once per year.

d. Based on inspection findings, update municipally-owned or operated facilities priority status and modify inspection frequency, as appropriate;

e. Develop and implement stormwater controls at municipally-owned or operated facilities and discharge activities to reduce or eliminate the discharge of pollutants;

f. Develop and implement an annual employee training program to incorporate pollution prevention and good housekeeping techniques into everyday operations and maintenance activities; and

g. Develop maintenance activities, maintenance schedules, and long-term inspections procedures for structural and non-structural stormwater controls to reduce floatables, trash, and other pollutants discharged from the MS4.

Existing permittees shall continue to implement established operation and maintenance programs while updating those programs, as necessary, to comply with the requirements of this permit.

7.0 MONITORING REQUIREMENTS

All MS4s are required to perform Stormwater Characterization Monitoring as set forth in this section. Additionally, MS4s that have stormwater discharges to impaired or not-attaining waters, OAWs, or waters with TMDLs shall monitor for the impairments, as outlined in this section.

Additionally, ADEQ may notify the MS4 in writing of any monitoring requirements to ensure protection of receiving water quality or to ensure permit compliance. Additional monitoring will be required if there is evidence that a pollutant is being discharged by the permittee that may be causing or contributing to exceedances of a water quality standard. Any such notice will provide an explanation of the reasons for the monitoring, locations, and parameters to be monitored, frequency and period of monitoring, sample types, and reporting requirements.

Analytical monitoring shall be conducted using approved test methods in accordance with A.A.C. R18-9-A905(B).

7.1 Monitoring and Assessment Program

1. The monitoring provisions of this section apply to all permittees that must conduct analytical monitoring. The permittee shall implement, and revise as necessary, a comprehensive monitoring and assessment program that includes a Sampling and Analysis Plan (see 7.3).

   A description of this program shall be included in the SWMP. The monitoring and assessment program shall be designed to meet the following objectives:

   a. Assess the impacts to impaired, not-attaining, or Outstanding Arizona Waters (OAWs) resulting from stormwater discharges from Small MS4 outfalls;

   b. Characterize stormwater discharges;

   c. Identify sources of elevated pollutant loads and specific pollutants; and

   d. Assess the overall health and evaluate long-term trends in water quality of impaired, not attaining, or OAWs.

2. The permittee shall identify outfall locations in the SWMP that:

   a. Discharge to impaired waters (Category 5);

   b. Discharge to not-attaining waters (Category 4);

   c. Discharges to OAWs listed in A.A.C. R18-11-112; and

   d. Additional monitoring required by ADEQ.

7.2 Stormwater Characterization Monitoring Requirements

1. Stormwater Sampling

   The permittee shall sample stormwater discharges from the MS4 to protected surface waters at the outfalls identified by the permittee in Part 7.2(4). The permittee shall sample stormwater discharges from the MS4, as required in Appendix B, one (1) time within the first two (2) years of the effective date of the permit; new permittees shall sample stormwater discharges from the MS4 within the first two (2) years after obtaining permit coverage. This monitoring requirement shall provide discharge characterization data of stormwater discharges from the MS4.

2. Qualifying Storm Event

   The permittee shall conduct stormwater characterization monitoring for qualifying storm events. A qualifying storm event is rainfall in the amount of 0.1 inches or more and a resulting discharge, within the first 24-hours of the event. The permittee shall design stormwater sampling procedures to include the "first flush" (first 30 minutes of storm event discharge) of a qualifying storm event, to the maximum extent practicable.

3. Storm Event Records

   The permittee shall record qualifying storm events (0.1 inches or more and resulting in a discharge) occurring at each outfall. The permittee shall include the storm event data in the DMR, including the following information:

   a. Date of the qualifying storm event;

   b. Amount of rainfall (in inches) in the drainage area for each stormwater monitoring location identified in 7.2(4); and

   c. Indication of whether or not a stormwater sample was collected, and if not, indicate applicable NODI (No Discharge) code in myDEQ for explanation that prevented sampling.

4. Monitoring Locations

   The Permittee shall identify at least three (3) outfalls or locations within the MS4, representative of stormwater pollution from the MS4 for stormwater characterization monitoring. The identified outfalls for this one-time characterization monitoring must be reported in a discharge monitoring report (DMR), including the identification of the land use for the area served by the outfall from the following three uses: residential, commercial, industrial. The permittee's selected outfalls must be representative MS4 dischargers and discharge to a protected surface water.

5. Adverse Climatic Conditions

   Sampling of a qualifying storm event is not required during adverse climatic conditions. Adverse climatic conditions which prohibit the collection of samples include weather conditions that create dangerous conditions for

personnel (such as local flooding, high winds, electrical storms, etc.). Information on the conditions that prevented sampling shall be reported to ADEQ with the DMRs. The permittee shall continue to monitor subsequent storm events during the monitoring season and perform storm water sampling of a qualifying storm event if another occurs during the same wet season.

6. Stormwater Characterization DMR

   All parameters listed in Appendix B shall be monitored. Any additional parameters may be monitored as determined by the permittee. All parameters monitored must be reported to ADEQ via the DMR provided in myDEQ.

   ADEQ will provide an electronic DMR in myDEQ for each permittee to record their stormwater characterization monitoring.

   a. This DMR shall be submitted within 30 days after receiving laboratory results from characterization monitoring.

   b. For existing permittees, this DMR will be available from October 1, 2021 through September 30, 2023, allowing the entry of data and/or no discharge codes throughout the first two (2) years of permit coverage.

   c. For new permittees, a DMR will be made available for the first two (2) years after obtaining permit coverage.

   The permittee shall retain records of all stormwater monitoring information with the SWMP.

7.3 Sampling and Analysis Plan (SAP)

The permittee shall develop a written SAP for analytical monitoring of stormwater discharges, including but not limited to:

1. The name(s) and title of the person(s) who will perform the monitoring;
2. Locations of monitoring sites;
3. A map showing the segments or portions of the protected surface water that are most likely to be impacted by the discharge of pollutant(s);
4. Water quality parameters and pollutants to be sampled;
5. The citation and description of the sampling protocols to be used; and
6. Identification of the analytical methods and related method detection limits (if applicable) for each parameter required. The permittee shall use analytical methods with a Limit of Quantitation (LOQ) that is lower than the effluent limitations, Assessments Levels, Action Levels, or other water quality criteria, if any, specified in this permit. If all methods have LOQs higher than the applicable water quality criteria, the permittee shall use the approved analytical method with the lowest LOQ.

7.4 Discharges to Impaired or Not-Attaining Waters or Outstanding Arizona Waters

1. Discharges to impaired or not-attaining waters:

   a. If an outfall discharges to an impaired or not-attaining water, the permittee shall develop and implement a monitoring program for all pollutants for which the waterbody is listed.

   b. If the waterbody is listed for suspended solids, turbidity or sediment/sedimentation and the discharge occurs for more than 72 hours after the storm event, the permittee shall monitor for suspended sediment concentration (SSC). If the pollutant causing the impairment is expressed in the form of an indicator or surrogate pollutant, the permittee shall monitor for that indicator or surrogate pollutant.

   c. The permittee shall comply with all applicable waste load allocations established in approved TMDLs. In the event monitoring requirements (frequency, analytical parameters, etc.) are established in an approved TMDL, the permittee shall comply with the specifications in the approved TMDL.

2. Discharges to OAWs:

   a. The permittee shall perform analytical monitoring for the following parameters, if the MS4 has discharges to an OAW:

      1. Biochemical oxygen demand (BOD)
      2. Total suspended solids (nonfilterable) (TSS)
      3. pH
      4. Fecal coliform
      5. Oil and grease

   b. The permittee shall also sample for any pollutants for which the OAW is impaired or not-attaining.

   Note - this condition does not apply for discharges to OAWs that are non-WOTUS protected surface waters.

3. Discharges to a Lake:

   If the protected surface water is a lake that is impaired or not-attaining, a site-specific proposal for sampling the impact area shall be implemented and kept as part of the SWMP.

7.5 Monitoring Frequency and Deadlines

All MS4s that have discharges to impaired or not-attaining waters or OAWs shall perform analytical monitoring as per the frequencies and deadlines stated in this permit part.

1. The operator shall conduct analytical monitoring a minimum of one (1) time per wet season throughout the duration of permit coverage. Analytical monitoring is only required when stormwater or snowmelt discharges from an outfall in sufficient quantity to allow for sample collection and analysis.

   For the purposes of analytical monitoring, wet seasons are defined as follows:

   Summer wet season: June 1 – October 31
   Winter wet season: November 1 – May 31

2. The operator shall conduct analytical monitoring at outfalls observed or suspected to discharge the greatest amount of pollutants using Table 7 below:

Table 7 Minimum Number of Samples to Collect

Number of Outfalls	Number of Samples
1 to 4	All
5 to 20	5
over 20	10

3. Calibration and Maintenance of Equipment and Monitoring Methods:

   a. All monitoring instruments and equipment (including operators' own field instruments for measuring pH and turbidity) shall be calibrated and maintained in accordance with manufacturers' recommendations. All laboratory analyses shall be conducted according to test procedures specified in 40 CFR Part 136. The permittee shall use analytical methods with a Limit of Quantitation (LOQ) that is lower than the effluent limitations, Assessments Levels, Action Levels, or other water quality criteria, if any, specified in this permit. If all methods have LOQs higher than the applicable water quality criteria, the Permittee shall use the approved analytical method with the lowest LOQ.

   b. All samples collected for analytical monitoring shall be analyzed by a laboratory that is licensed by the Arizona Department of Health Service (ADHS) Office of Laboratory Licensure and Certification. This requirement does not apply to parameters that require analysis at the time of sample collection as long as the testing methods used are approved by ADHS or ADEQ. These parameters may include flow, dissolved oxygen, pH, temperature, and total residual chlorine.

c. The permittee may conduct field analysis of turbidity if the permittee has sufficient capability (qualified and trained employees, properly calibrated and maintained field instruments, etc.) to properly perform the field analysis.

d. The permittee may conduct field analysis of E. coli if the permittee has sufficient capability (qualified and trained employees, properly calibrated and maintained field instruments, etc.) to properly perform the field analysis using Colilert or an equivalent.

7.6 Analytical Monitoring DMR

All permittees subject to analytical monitoring shall submit the results on the electronic Discharge Monitoring Report (DMR) in myDEQ. The permittee shall retain records of all stormwater monitoring information with the SWMP.

The DMR shall be submitted within 30 days after receiving laboratory results. In the event no samples are collected during a wet season, the DMR indicating "no data" using the appropriate No Discharge Information (NODI) code(s) shall be submitted no later than:

- June 30 (for winter sampling)
- November 30 (for summer sampling)

8.0 PROGRAM ASSESSMENT, RECORDKEEPING, AND REPORTING

8.1 Program Evaluation

1. The permittee shall annually self-evaluate its compliance with the terms and conditions of this permit. The permittee shall maintain the annual evaluation documentation as part of the SWMP.
2. The permittee shall evaluate the appropriateness of the selected BMPs in achieving the objectives of each control measure and the defined measurable goals. The permittee may change BMPs in accordance with the following provisions:
    a. Adding (but not subtracting) components or controls may be made at any time;
    b. Changes replacing an ineffective or infeasible BMP specifically identified in the SWMP with an alternative BMP may be made if the proposed changes meet the criteria of this Part, 8.1.
3. BMP modification documentation shall include the following information and all documentation shall be kept in the SWMP:
    a. An analysis of why the BMP is ineffective or infeasible;
    b. Expectations on the effectiveness of the replacement BMP; and
    c. An analysis of why the replacement BMP is expected to achieve the defined goals of the BMP to be replaced.
4. ADEQ may require the permittee to add, modify, repair, replace or change BMPs or other measures described in SWMP to address the following:
    a. Impacts to receiving water quality caused or contributed to by discharges from the MS4;
    b. To satisfy conditions of this permit;
    c. To include more stringent requirements necessary to comply with new state or federal legal requirements; or
    d. Attainment of SWQS.
5. Any changes requested by ADEQ will be in writing and will require the permittee to develop a schedule to implement the changes and will offer the permittee the opportunity to propose alternative program changes to meet the objective of the requested modification.

8.2 Recordkeeping

1. The permittee shall keep all records required by this permit for a period of three (3) years from the date permit coverage ends. Records include information

used in the development of any written program required by this permit, any monitoring results, copies of reports, records of screening, follow-up and elimination of illicit discharges; maintenance records; inspection records; enforcement actions; and data used in the development of the NOI, SWMP, plans, and annual reports. This list provides examples of records that should be maintained, but is not all inclusive.

2. Records other than those required to be included in the discharge monitoring report (Part 8.3) and annual report (Part 8.4) shall be submitted upon request by ADEQ or U.S. EPA. Requirements for discharges to non-WOTUS protected surface waters are state-only and records need only be submitted to ADEQ.
3. The permittee shall make the records relating to this permit, including the written stormwater management program, available to the public. The public may view the records during normal business hours. The permittee may charge a reasonable fee for copying requests. The permittee is encouraged to satisfy this requirement by posting records online.

8.3 Annual Report

The permittee shall submit an annual report each year of the permit term to ADEQ. The reporting period is from July 1 through June 30 each year. The annual report is due to ADEQ on or before September 30 each year for the reporting period. Please see Appendix A for the annual report requirements.

9.0 STANDARD PERMIT CONDITIONS

Standard permit conditions in Part 9 are consistent with the general permit provisions required under 40 CFR 122.41 and A.A.C. R-18-9-A905(A)(3).

1. **Duty to Comply:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR122.41(a)(1) and A.R.S. §§ 49-261, 262, 263.01, and 263.02.]
   a. The operator shall comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Clean Water Act, A.R.S. Title 49, Chapter 2, Article 3.1, and A.A.C. Title 18, Chapter 9, Article 9, and is grounds for enforcement action, permit termination, revocation and reissuance, or modification, or denial of a permit renewal application.
   b. The issuance of this permit does not waive any federal, state, county, or local regulations or permit requirements with which a person discharging under this permit is required to comply.
   c. The operator shall comply with any effluent standards or prohibitions established under section 307(a) of the Clean Water Act for toxic pollutants within the time provided in the regulations that establish these standards or prohibitions, even if this permit has not yet been modified to incorporate the requirement.

2. **Duty to Reapply / Continuation of the Expired General Permit:** [A.A.C. R18-9-A905, which incorporates 40 CFR 122.41(b) and A.A.C. R18-9-C903]
   a. Upon reissuance of the general permit, the permittee shall file an NOI, within the timeframe specified in the new general permit, and shall obtain new written authorization to discharge from the Director.
   b. If the Director does not reissue the general permit before the expiration date, the current general permit will be administratively continued and remain in force and effect until the general permit is reissued.
   c. Any operator granted authorization to discharge under the general permit before the expiration date automatically remains covered by the continued general permit until the earlier of:
      i. Reissuance or replacement of the general permit, at which time the operator shall comply with the NOI conditions of the new general permit to maintain authorization to discharge; or
      ii. The date the operator has submitted a NOT; or
      iii. The date the Director has issued an individual permit for the discharge; or
      iv. The date the Director has issued a formal permit decision not to reissue the general permit, at which time the operator shall seek coverage under an alternative general permit or an individual permit, or cease discharge.

3. **Need to Halt or Reduce Activity Not a Defense:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(c)]

   It shall not be a defense for an operator in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

4. **Duty to Mitigate:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(d)]

   The operator shall take all reasonable steps to minimize or prevent any discharge in violation of this permit that has a reasonable likelihood of adversely affecting human health or the environment per A.R.S. § 49-255.01(E)(1)(d).

5. **Proper Operation and Maintenance:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(e)]

   The operator shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the operator to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures.

6. **Permit Actions:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(f)]

This permit may be modified, revoked and reissued, or terminated for cause. Filing a request by the operator for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

7. **Property Rights:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(g)]

   This permit does not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or invasion of personal rights, nor any infringement of federal, state, Indian tribe, or local laws or regulations.

8. **Duty to Provide Information:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(h)]

   The operator shall furnish to ADEQ, within a reasonable time, any information, which the Director may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The operator shall also furnish to ADEQ upon request, copies of records required to be kept by this permit.

9. **Signatory Requirements:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(k) and (l); A.A.C. R18-9-A905(A)(1)(c), which incorporates 40 CFR 122.22]

a. All Notices of Intent (NOI) and Notices of Termination (NOT) shall be signed as follows:

i. For a corporation: By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

ii. For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or

iii. For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal (or state) agency includes: (1) The chief executive officer (or director) of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

b. All NOTs, reports, plans, inspection reports, monitoring reports, and other information required by this permit shall be signed by a person described in Part 9.9(a), above or by a duly authorized representative of that person. A person is a duly authorized representative only if:

i. The authorization is made in writing by a person described in Subsection 9(a) above;

ii. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of manager, operator, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may be either a named individual or any individual occupying a named position); and

iii. The signed and dated written authorization is included in the SWMP. A copy shall be submitted to ADEQ, upon request.

c. Certification. Any person signing documents under the terms of this permit shall make the following certification:

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

10. **Inspection and Entry:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(i)]

The operator shall allow the Director or an authorized representative upon the presentation of credentials and such other documents as may be required by law to:

a. Enter upon the operator's premises where a regulated facility or activity is located or conducted or where records shall be kept under the conditions of this permit;

b. Have access to and copy at reasonable times, any records that shall be kept under the conditions of this general permit;

c. Inspect at reasonable times any facility or equipment (including monitoring and control equipment), practices or operations regulated or required under this permit;

d. Sample or monitor at reasonable times any substances or parameters at any location, for the purposes of assuring permit compliance or as otherwise authorized by A.R.S. Title 49, Chapter 2, Article 3.1, and 18 A.A.C. 9, Articles 9.

11. **Monitoring and Records:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(j)]

a. Representative Samples/Measurements: Samples and measurements taken for the purpose of monitoring shall be representative of the volume and nature of the monitored activity.

b. Retention of Records: The operator shall retain records of all monitoring information, including all calibration and maintenance records, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least three (3) years from the date permit coverage ends. Operators shall submit any such records to the Director upon request. The operator shall retain the SWMP developed in accordance with Part 4 of this permit, for at least three (3) years after the

last modification or amendment is made to the plan. The Director may extend this retention period upon request by notifying the operator in writing at any time prior to the end of the standard three year retention period.

c. Records Contents: Records of monitoring information shall include:

i. The date, exact location, and time of sampling or measurements;
ii. The initials or name(s) of the individual(s) who performed the sampling or measurements;
iii. The date(s) analyses were performed;
iv. The time(s) analyses were initiated;
v. The initials or name(s) of the individual(s) who performed the analyses;
vi. References and written procedures, when available, for the analytical techniques or methods used;
vii. The analytical techniques or methods used; and
viii. The results of such analyses.

d. Any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained in this permit is subject to the enforcement actions established under A.R.S. Title 49, Chapter 2, Article 4, which includes the possibility of fines and/or imprisonment.

12. Reporting Requirements: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(l)]

a. Planned changes: The operator shall give notice to the Director as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:

i. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in 40 CFR 122.29(b) (incorporated by reference at A.A.C. R18-9-A905(A)(1)(e)); or

ii. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements under 40 CFR 122.42(a)(1) (incorporated by reference at A.A.C. R18-9-A905(A)(3)(b)).

b. Monitoring reports: Monitoring results shall be reported at the intervals specified elsewhere in this permit.

i. Monitoring results shall be reported on a Discharge Monitoring Report (DMR) or forms (paper or electronic) provided or specified by ADEQ.

ii. If the operator monitors any pollutant more frequently than required by the permit using test procedures approved under 40 CFR Part 136 unless otherwise specified in 40 CFR Part 503, or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR.

iii. Calculations for all limitations which require averaging of measurements shall use an arithmetic mean and non-detected results shall be incorporated in calculations as the limit of quantitation for the analysis.

c. Anticipated noncompliance: The operator shall give advance notice to the Director of any planned changes in the permitted facility or activity that may result in noncompliance with permit requirements.

d. Twenty-four hour reporting:

i. The operator shall report to ADEQ any noncompliance with this permit that may endanger human health or the environment. The operator shall orally notify the office listed below within 24 hours:

Arizona Department of Environmental Quality – Water Quality Division

1110 W. Washington Street

Phoenix, AZ 85007

Office: (602) 771-1440

ii. The following shall be included as information that shall be reported within 24 hours under this paragraph.

1. Any upset which exceeds any effluent limitation in the permit.

2. Violation of a maximum daily discharge limitation for any of the pollutants listed by the Director in the permit to be reported within 24 hours. (See 40 CFR 122.44(g) which is incorporated by reference at A.A.C. R18-9-A905(A)(3)(d)).

iii. A written submission shall also be provided to the office identified above within five (5) days of the time the operator becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.

iv. ADEQ may waive the 5-day written report on a case-by-case basis for reports under this subsection if the oral report has been received within 24 hours.

e. Other noncompliance: The operator shall report all instances of noncompliance not otherwise required to be reported under this subsection, at the time monitoring reports are submitted. The reports shall contain the information listed in subsection 12(d).

f. Other information: When the operator becomes aware that it failed to submit any relevant facts or submitted incorrect information in the NOI or in any other report to the Department, the operator shall promptly submit the facts or information to ADEQ at the address listed in Part 8.2.

13. **Reopener Clause:** [A.A.C. R18-9-A905(A)(3)(d), which incorporates 40 CFR 122.44(c)]

    The Department may elect to modify the permit prior to its expiration (rather than waiting for the new permit cycle) to comply with any new statutory or regulatory requirements, such as for effluent limitation guidelines, which may be promulgated in the course of the current permit cycle.

14. **Other Environmental Laws:**

    No condition of this general permit releases the operator from any responsibility or requirements under other environmental statutes or regulations. For example, this permit does not authorize the "taking" of endangered or threatened species as prohibited by Section 9 of the Endangered Species Act, 16 U.S.C. 1538. Information regarding the location of endangered and threatened species and guidance on what activities constitute a "taking" are available from the U.S. Fish and Wildlife Service. The operator shall also comply with applicable State and Federal laws, including Spill Prevention Control and Countermeasures (SPCC), where applicable.

15. **State or Tribal Law:** [Pursuant to A.A.C. R18-9-A904(C)]

    Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the operator from any responsibilities, liabilities, or penalties established pursuant to any applicable State or Tribal law or regulation under authority preserved by Section 510 of the Clean Water Act.

16. **Severability:**

    The provisions of this general permit are severable, and if any provision of this general permit, or the application of any provision of this general permit to any circumstance, is held invalid, the application of the provision to other circumstances, and the remainder of this general permit shall not be affected.

17. **Requiring Coverage under an Individual Permit or an Alternative General Permit:** [Pursuant to A.A.C. R18-9-C902 and R18-9-A909]

    a. The Director may require a person authorized by this permit to apply for and/or obtain either an individual AZPDES permit or an alternative AZPDES general permit. Any interested person may petition the Department to take action under this section. The Department may require an operator authorized to discharge under this permit to apply for an individual permit in any of the following cases:

        i. A change occurs in the availability of demonstrated technology or practices for the control or abatement of pollutants applicable to the point source;

        ii. Effluent limitation guidelines are promulgated for point sources covered by the general permit;

        iii. An Arizona Water Quality Management Plan containing requirements applicable to the point sources is approved;

iv. Circumstances change after the time of the request to be covered so that the discharger is no longer appropriately controlled under the general permit, or either a temporary or permanent reduction or elimination of the authorized discharge is necessary;

v. If the Director determines that the discharge is a significant contributor of pollutants. When making this determination, the Director shall consider:

1. The location of the discharge with respect to protected surface waters,
2. The size of the discharge,
3. The quantity and nature of the pollutants discharged to protected surface waters, and
4. Any other relevant factor.

b. If an individual permit is required, the Director shall notify the discharger in writing of the decision. The notice shall include:

i. A brief statement of the reasons for the decision;

ii. An application form;

iii. A statement setting a deadline to file the application;

iv. A statement that on the effective date of issuance or denial of the individual permit, coverage under the general permit will automatically terminate;

v. The applicant's right to appeal the individual permit requirement with the Water Quality Appeals Board under A.R.S. § 49-323, the number of days the applicant has to file a protest challenging the individual permit requirement, and the name and telephone number of the Department contact person who can answer questions regarding the appeals process; and

vi. The applicant's right to request an informal settlement conference under A.R.S. 41-1092.03(A) and 41-1092.06.

c. The discharger shall apply for an individual permit within 90 days of receipt of the notice, unless the Director grants a later date. In no case shall the deadline be more than 180 days after the date of the notice.

d. If the discharger fails to submit the individual permit application within the time period established in Part 9.17(c) the applicability of the general permit to the discharger is automatically terminated at the end of the day specified by the Director for application submittal.

e. Coverage under the general permit shall continue until an individual permit is issued or denied unless the general permit coverage is terminated under Part 9.17(d).

18. Request for an Individual Permit: [Pursuant to A.A.C. R18-9-C902]

a. An operator may request an exclusion from coverage of a general permit by applying for an individual permit.

i. The operator shall submit an individual permit application under R18-9-B901(B) and include the reasons supporting the request no later than 90 days after publication of the general permit.

ii. The Director shall grant the request if the reasons cited by the operator are adequate to support the request.

b. If an individual permit is issued to a person otherwise subject to a general permit, the applicability of the general permit to the discharge is automatically terminated on the effective date of the individual permit.

19. Change of Operator: [A.A.C. R18-9-C904]

If a change of ownership or operator occurs for a facility operating under a general permit:

a. Permitted owner or operator: The operator shall provide the Department with a NOT by certified mail within 30 days after the new owner or operator assumes responsibility for the facility.

i. The NOT shall include all requirements for termination specified in the general permit for which the NOT is submitted.

ii. An operator shall comply with the permit conditions specified in the general permit for which the NOT is submitted until the NOT is received by the Department.

b. New owner or operator:

i. The new owner or operator shall complete and file a NOI with the Department within the time period specified in the general permit before taking over operational control of, or initiation of activities at, the facility.

ii. If the previous operator was required to implement a stormwater pollution prevention plan, the new owner shall develop a new stormwater pollution prevention plan, or may modify, certify, and implement the old stormwater pollution prevention plan if the old stormwater pollution prevention plan complies with the requirements of the current general permit.

iii. The operator shall provide the Department with a NOT if a permitted facility ceases operation, ceases to discharge, or changes operator status. In the case of a construction activity, the operator shall submit a NOT to the Department when:

1. The facility ceases construction operations and the discharge is no longer associated with construction or construction-related activities,
2. The construction is complete and final site stabilization is achieved, or

3. The operator's status changes.

20. Bypass: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(m)]

a. Definitions:

i. Bypass means the intentional diversion of waste streams from any portion of a treatment facility;

ii. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

b. Bypass not exceeding limitations: The operator may allow any bypass to occur that does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions Part 9.20(c) and 20(d).

c. Notice:

i. Anticipated bypass. If the operator knows in advance of the need for a bypass, if possible prior notice shall be submitted at least ten days before the date of the bypass.

ii. Unanticipated bypass. The operator shall submit notice of an unanticipated bypass as required in Part 9.12(d).

d. Prohibition of bypass:

i. Bypass is prohibited, and ADEQ may take enforcement action against the operator for bypass, unless:

1. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

2. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and

3. The operator submitted notices as required under Part 9.20(c).

ii. ADEQ may approve an anticipated bypass, after considering its adverse effects, if the Department determines that it will meet the three conditions listed above in this Part 9.20(d).

21. Upset: [A.R.S. §§ 49-255(8) and 255.01(E), A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(n)]

a. Definition: Upset means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the operator. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.

b. Effect of an upset: An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of Part 9.21(c) are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.

c. Conditions necessary for a demonstration of upset: An operator who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:

   i. An upset occurred and that the operator can identify the cause(s) of the upset;

   ii. The permitted facility was at the time being properly operated;

   iii. The operator submitted notice of the upset as required in Part 9.12(d)(iii); and

   iv. The operator complied with any remedial measures required under Part 9.4.

d. Burden of proof: in any enforcement proceeding, the operator, who is seeking to establish the occurrence of an upset, has the burden of proof.

22. Penalties for Violations of Permit Conditions

Any permit noncompliance constitutes a violation and is grounds for an enforcement action, permit termination, revocation and reissuance, modification, or denial of a permit renewal application.

a. Civil Penalties: A.R.S. § 49-262 provides that any person who violates any provision of A.R.S. Title 49, Chapter 2, Article 2, 3 or 3.1 or a rule, permit, discharge limitation or order issued or adopted under A.R.S. Title 49, Chapter 2, Article 3.1 is subject to a civil penalty not to exceed $25,000 per day per violation.

b. Criminal Penalties: Any person who violates a condition of this general permit, or violates a provision under A.R.S. Title 49, Chapter 2, Article 3.1, or A.A.C. Title 18, Chapter 2, Article 9 is subject to the enforcement actions established under A.R.S. Title 49, Chapter 2, Article 4, which may include the possibility of fines and/or imprisonment.

10.0 DEFINITIONS

Analytical monitoring – monitoring conducted to provide quantitative results in accordance with A.A.C. R18-9-A905(B).

Best management practices (BMPs) – schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of "surface waters." BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage. Also called Controls or Control Measures.

Common plan of development – a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one plan. A 'plan' is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

Construction activity – earth-disturbing activities such as, clearing, grading, excavating, stockpiling of fill material and other similar activities. This definition encompasses both large construction activities defined in 40 CFR 122.26 (b)(14)(x) and small construction activities in 40 CFR 122.26 (b)(15)(i) and includes construction support activities.

Controls or **Control Measures** or **Measures** - See Best Management Practices.

CWA or **The Act** - Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub. L. 92-500, as amended Pub. L. 95 217, Pub. L. 95-576, Pub. L. 96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et seq.

Department – the Arizona Department of Environmental Quality.

Director – the Director of ADEQ

Discharge –means the "discharge of a pollutant."

Discharge of a pollutant – means:

a. Any addition of any "pollutant" or combination of pollutants to protected surface waters from any "point source," or

b. Any addition of any pollutant or combination of pollutants to the protected surface waters of the "contiguous zone" or the ocean from any point source other than a vessel or other floating craft, which is being used as a means of transportation.

This definition includes additions of pollutants into protected surface waters from:

a. Surface runoff which is collected or channeled by man;

b. Discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person which do not lead to a treatment works; and

c. Discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

This term does not include an addition of pollutants by any "indirect discharger."

Discharge point – the location where stormwater flows exit the MS4 or other regulated activities, such as construction sites and industrial sites.

Effluent limitations – any limitation or condition on quantities, discharge rates, or concentration of pollutants, which are discharged from a point source.

Effluent Limitations Guideline (ELG) – defined in 40 CFR § 122.2 as a regulation published by the Administrator under section 304(b) of CWA to adopt or revise effluent limitations.

Existing Permittees - Small MS4 operators who had coverage under ADEQ's 2016 Small MS4 General Permit.

Facility - any "point source" or any other facility (including land or appurtenances thereto) that is subject to regulation under the AZPDES/NPDES program.

Field Screening Point - location(s) where municipal stormwater leaves a Small MS4 operator's permitted area and goes to a protected surface water by way of a discrete and channelized conveyance (such as another municipal storm sewer system).

Illicit connection - any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

Illicit discharge - any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to an AZPDES/NPDES permit (other than the AZPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.

Impaired water – waters that have been assessed by ADEQ, under the Clean Water Act, as not attaining a water quality standard for at least one (1) designated use, and are listed in Arizona's current 303(d) List or on the 305(b) Category 4 list.

Maximum Extent Practicable (MEP) – the technology-based discharge standard for municipal separate storm sewer systems to reduce pollutants in storm water discharges. A discussion of MEP as it applies to small MS4s is found at 40 CFR 122.34. CWA section 402(p)(3)(B)(iii) requires that a municipal permit "shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system design, and engineering methods, and other provisions such as the Administrator or the State determines appropriate for the control of such pollutants.

Measurable Goal - a quantitative measure of progress in implementing a component of a storm water management program.

Minimize – to reduce and/or eliminate to the extent achievable using control measures that are technologically available and economically practicable and achievable in light of best industry practices.

Municipal separate storm sewer – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

a. Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the Clean Water Act (33 U.S.C. 1288) that discharges to protected surface waters;

b. Designed or used for collecting or conveying stormwater;

c. Which is not a combined sewer; and

d. Which is not part of a Publicly Owned Treatment Works.

Municipal separate storm sewer system (MS4) – all separate storm sewers defined as "large," "medium," or "small" municipal separate storm sewer systems or any municipal separate storm sewers on a system-wide or jurisdiction-wide basis as determined by the Director under A.A.C. R18-9-C902(A)(1)(g)(i) through (iv). [A.A.C. R18-9-A901(23)]. This also includes similar systems owned or operated by separate storm sewer municipal jurisdictions not required to obtain stormwater discharge authorization.

New Permittees - Small MS4 operators who did not have permit coverage under ADEQ's 2016 Small MS4 General Permit.

Not-Attaining Water - a protected surface water is assessed as impaired, but is not placed on the 303(d) List or equivalent for non-WOTUS protected state waters because:

a. A TMDL is prepared and implemented for the surface water;

b. An action, which meets the requirements of R18-11-604(D)(2)(h), is occurring and is expected to bring the surface water to attaining before the next 303(d) List submission; or

c. The impairment of the surface water is due to pollution but not a pollutant, for which a TMDL load allocation cannot be developed.

Non-traditional MS4 - systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings. 40 CFR 122.26(a)(16)(iii).

Notice of Intent (NOI) – the application to operate under this general permit.

Notice of Termination (NOT) – the application to terminate coverage under this general permit.

Outfall – a *point source* as defined by 40 CFR 122.2 at the point where a municipal separate storm sewer discharges to protected surface waters. An outfall does not include open conveyances connecting two (2) municipal separate storm sewers, or pipes, tunnels or other conveyances, which connect segments of the same stream or other protected surface waters and are used to convey protected surface waters.

Outstanding Arizona Water (OAW) – a protected surface water that has been designated by ADEQ as an outstanding state resource under A.A.C. R18-11-112.

Owner or operator - the owner or operator of any "facility or activity" subject to regulation under the NPDES program.

Permittee – refers to any person (defined below) authorized by this NPDES permit to discharge to protected surface waters.

Person – an individual, employee, officer, managing body, trust, firm, joint stock company, consortium, public or private corporation, including a government corporation, partnership, association or state, a political subdivision of this state, a commission, the U.S. government or any federal facility, interstate body, or other entity.

Point source – any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

Pollutant – sediment, fluids, contaminants, toxic wastes, toxic pollutants, dredged spoil, solid waste, substances and chemicals, pesticides, herbicides, fertilizers and other agricultural chemicals, incinerator residue, sewage, garbage, sewage sludge, munitions, petroleum products, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt (e.g., overburden material), and mining, industrial, municipal and agricultural wastes or any other liquid, solid, gaseous or hazardous substances. [A.R.S. § 49-201(29)]

Protected Surface Water - waters of the State listed on the protected surface water list under Section 49-221, Subsection G and all WOTUS.

Receiving Water - as used in this permit means a Protected Surface Water that receives discharges from the MS4.

Stormwater – stormwater runoff, snow melt runoff, and surface runoff and drainage. See 40 CFR 122.26(b)(13) as incorporated by AAC R18-9-A905.

Stormwater Discharge Associated with Construction Activity – a discharge of pollutants in stormwater runoff from areas where soil disturbing activities (e.g., clearing, grading, or excavating), construction materials, or equipment storage or

maintenance (e.g., fill piles, borrow areas, concrete truck washout, fueling), or other industrial stormwater directly related to the construction process (e.g., concrete or asphalt batch plants) are located. See 40 CFR 122.26(b)(14)(x) and 40 CFR 122.26(b)(15).

Stormwater Discharge Associated with Industrial Activity - a discharge from any conveyance which is used for collecting and conveying stormwater and which is directly related to manufacturing, processing, or raw materials storage areas at an industrial plant (See 40 CFR §122.26(b)(14) for specifics of this definition).

Stormwater Management Program (SWMP) - a comprehensive program to manage the quality of stormwater discharged from the municipal separate storm sewer system. For the purposes of this permit, the Stormwater Management Program is considered a single document, but may actually consist of separate programs (e.g. "chapters") for each permittee.

Stormwater Pollution Prevention Plan (SWPPP) – a site-specific, written document that, among other things: identifies potential sources of stormwater pollution at the location of the disturbance; describes control measures to reduce or eliminate pollutants in stormwater discharges from the facility/activity; and identifies procedures the operator will implement to comply with the terms and conditions of the general permit (typically CGP or MSGP).

Surface Water Quality Standards - means a standard adopted for a protected surface water pursuant to Section 49-221 and, in the case of WOTUS, pursuant to Section 49-222.

Total Maximum Daily Load (TMDL) – an estimation of the total amount of a pollutant from all sources that may be added to a water while still allowing the water to achieve and maintain applicable SWQS. Each total maximum daily load shall include allocations for sources that contribute the pollutant to the water. Total Maximum Daily Loads for Waters of the U.S. shall meet the requirements of section 303(d) of the Clean Water Act (33 USC 1313(d) and regulations implementing that statute to achieve applicable surface water quality standards."

Turbidity – a condition of water quality characterized by the presence of suspended solids and/or organic material; expressed as Nephelometric turbidity units (NTU).

Waste Load Allocation (WLA) – The maximum load of pollutants each discharger of waste is allowed to release into a particular waterway. Discharge limits are usually required for each specific water quality criterion being, or expected to be, violated. WLAs constitute a type of water quality-based effluent limitation. (See 40 C.F.R. § 130.2(h))

Waters of the U.S. means waters of the State that are also navigable waters as defined by Section 502(7) of the Clean Water Act.

Wetland – an area that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil

conditions. A wetland includes a swamp, marsh, bog, Cienega, tinaja, and similar areas. [A.A.C. R18-11-101(49)]

Appendix A: Annual Report Requirements

4.0 Stormwater Management Program:

1. Did the permittee assess and evaluate the SWMP as part of preparing the annual report, per Permit Section 4.0?

6.0 Minimum Control Measures:

2. Did the permittee have another entity implement control measures on behalf of the MS4 per Permit Section 6.0(2)? If yes, identify the entity and give a brief explanation of their involvement.

6.1 MCM1 Public Education and Outreach:

3. Did the permittee provide outreach and education to the public on the stormwater program issues and requirements, per Permit Section 6.1(1)?
    a. Identify the target group and topic used for outreach and education.
    b. Identify the message used for each target group and topic.
    c. Identify how the message was conveyed to each target group.
    d. Identify measures/methods used to assess the effectiveness of the message used for each target group.
4. Did the permittee provide outreach and education to the public on the stormwater program issues and requirements, per Permit Section 6.1(2)?
    a. Identify the target group and topic used for outreach and education.
    b. Identify the message used for each target group and topic.
    c. Identify how the message was conveyed to each target group.
    d. Identify measures/methods used to assess the effectiveness of the message used for each target group.

6.2 MCM2: Public Participation and Involvement:

5. Did the permittee post the SWMP and Annual Report on their website, per Permit Section 6.2(1)?

6. Did the permittee provide and publicize a reporting system to facilitate and track public reporting of spills, discharges and/or dumping to the MS4 on a continuous basis, per Permit Section 6.2(4)?

6.3 MCM3: IDDE:

7. Provide a narrative description of the status of the storm sewer mapping, per Permit Section 6.3(1). What is the date of the most recent storm sewer system map showing the location of all outfalls?

8. Did the permittee establish an ordinance or other regulatory mechanism for enforcement procedures of the IDDE Program per Permit Section 6.3(2)? What is the citation of the ordinance or other regulatory mechanism to prohibit non-stormwater discharges into the permittee's MS4?

9. Did the permittee establish or update the "Statement of IDDE Program Responsibilities," per Permit Section 6.3(3)?

10. The permittee shall submit one (1) copy of their 6.3(4) summary of IDDE activities in a tabular format.

11. Did the permittee visually monitor at least 20% of all outfalls this permit year, per Permit Section 6.3(8)?

12. Did the permittee identify indicators of IDDE Program progress or success per Permit Section 6.3(9)?

13. Did the permittee provide annual staff training, per Permit Section 6.3(10)?

    a. Approximately how many staff attended?

    b. What was the topic?

6.4 MCM4: Construction Activity Stormwater Runoff Control:

14. Did the permittee establish an ordinance or other regulatory mechanism for enforcement procedures of the Construction Activity Stormwater Runoff Control Program per Permit Section 6.4(2)(a)? What is the citation of the ordinance or other regulatory mechanism to require erosion and sediment controls, including sanctions to ensure compliance?

15. Did the permittee implement a construction site inventory, per Permit Section 6.4(2)(b)?

16. Did the permittee develop written procedures for site plan review, per Permit Section 6.4(2)(c)?

17. Did the permittee implement written procedures for site inspections and enforcement control measures, per Permit Section 6.4(2)(d)?

a. How many construction site inspections were done in the permit year?

b. How many follow-up actions were necessary (re-inspection, enforcement actions)?

18. Did the permittee develop and implement an educational program focused on erosion and sediment control for Construction Operators, per Permit Section 6.3(2)(g)?

19. Did the permittee develop and implement a program requiring construction operators to control wastes from their sites, per Permit Section 6.3(2)(h)?

20. Did the permittee implement a program requiring construction operators to submit their construction SWPPPs for review, per Permit Section 6.3(2)(i)?

21. Did the permittee implement procedures to receive and act on information submitted by the public (complaints), per Permit Section 6.3(4)?

6.5 MCM5: Post Construction:

22. Did the permittee implement a program that includes a combination of structural and non-structural BMPs, per Permit Section 6.5(1)?

23. Did the permittee establish an ordinance or other regulatory mechanism for enforcement procedures of the Post-Construction Stormwater Management per Permit Section 6.5(2)? What is the citation for the ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects?

24. Did the permittee implement a program to prevent or minimize impacts to water quality from stormwater runoff of new development and redevelopment sites, per Permit Section 6.5(2)?

25. Did the permittee implement procedures for site plan review, per Permit Section 6.5(3)?

26. Did the permittee implement an inventory of post construction site structural stormwater control measures installed within the MS4, per Permit Section 6.5(4)?

27. Did the permittee implement a program to ensure the long-term operation and maintenance of post construction BMPs, per Permit Section 6.5(5)?

6.6 MCM6: Pollution Prevention and Good Housekeeping:

28. Did the permittee implement a program to reduce or eliminate discharges of pollutants from municipal streets, facilities, yards, etc., per Permit Section 6.6(1)?

29. Did the permittee implement a program to ensure the long-term operation and maintenance of stormwater BMPs, per Permit Section 6.6(2)?

30. Did the permittee develop an inventory of facilities, prioritized based on their risk of discharging non-stormwater, per Permit Section 6.6(2)(a)?

31. Did the permittee implement an inspection schedule for prioritized facilities, per Permit Section 6.6(2)(c)?

32. Did the permittee implement an annual training program for staff that incorporates pollution prevention and good housekeeping techniques, per Permit Section 6.6(2)(f)?

    a. Approximately how many staff attended?

    b. What was the topic?

33. Did the permittee develop maintenance activities, schedules and long-term inspections to reduce floatables, trash and other pollutants from the MS4, per Permit Section 6.6(2)?

34. Does the permittee discharge to a non-attaining or impaired water, or an Outstanding Arizona Water (OAW)?

Appendix B: Stormwater Characterization Monitoring Requirements

All permittees shall conduct stormwater characterization monitoring for the parameters listed in Table 7.0 below, as required by Parts 7.1, 7.2, and 7.3 of this permit.

Table B: Analytical Wet Weather Characterization Monitoring

Parameter	Units	Monitoring Frequency	Monitoring Type
Metals			
Antimony	µg/L	1x during first 24 months of permit term	Discrete
Barium	µg/L	1x during first 24 months of permit term	Discrete
Beryllium	µg/L	1x during first 24 months of permit term	Discrete
Cadmium	µg/L	1x during first 24 months of permit term	Discrete
Nickel	µg/L	1x during first 24 months of permit term	Discrete
Mercury	µg/L	1x during first 24 months of permit term	Discrete
Silver	µg/L	1x during first 24 months of permit term	Discrete
Thallium	µg/L	1x during first 24 months of permit term	Discrete
Inorganics			
Cyanide	µg/L	1x during first 24 months of permit term	Discrete
Volatile Organic Compounds (VOCs)			
Acrolein	µg/L	1x during first 24 months of permit term	Discrete
Acrylonitrile	µg/L	1x during first 24 months of permit term	Discrete
Benzene	µg/L	1x during first 24 months of permit term	Discrete
Carbon tetrachloride	µg/L	1x during first 24 months of permit term	Discrete
Chlorobenzene	µg/L	1x during first 24 months of permit term	Discrete

Parameter	Units	Monitoring Frequency	Monitoring Type
Dibromochloromethane	µg/L	1x during first 24 months of permit term	Discrete
Chloroethane	µg/L	1x during first 24 months of permit term	Discrete
2-chloroethylvinyl ether	µg/L	1x during first 24 months of permit term	Discrete
Chloroform	µg/L	1x during first 24 months of permit term	Discrete
Bromodichloromethane	µg/L	1x during first 24 months of permit term	Discrete
1,2-dichlorobenzene	µg/L	1x during first 24 months of permit term	Discrete
1,3-dichlorobenzene	µg/L	1x during first 24 months of permit term	Discrete
1,4-dichlorobenzene	µg/L	1x during first 24 months of permit term	Discrete
1,1-dichloroethane	µg/L	1x during first 24 months of permit term	Discrete
1,2-dichloroethane	µg/L	1x during first 24 months of permit term	Discrete
1,3-dichloropropylene	µg/L	1x during first 24 months of permit term	Discrete
Ethylbenzene	µg/L	1x during first 24 months of permit term	Discrete
Bromomethane	µg/L	1x during first 24 months of permit term	Discrete
Chloromethane	µg/L	1x during first 24 months of permit term	Discrete
Methylene chloride	µg/L	1x during first 24 months of permit term	Discrete
1,1,2,2-tetrachloroethane	µg/L	1x during first 24 months of permit term	Discrete
Tetrachloroethylene	µg/L	1x during first 24 months of permit term	Discrete
Toluene	µg/L	1x during first 24 months of permit term	Discrete
1,2-trans-dichloroethylene	µg/L	1x during first 24 months of permit term	Discrete
1,1,1-trichloroethane	µg/L	1x during first 24 months of permit term	Discrete

Parameter	Units	Monitoring Frequency	Monitoring Type
1,1,2-trichloroethane	µg/L	1x during first 24 months of permit term	Discrete
Trichloroethylene	µg/L	1x during first 24 months of permit term	Discrete
Vinyl chloride	µg/L	1x during first 24 months of permit term	Discrete
Xylene	µg/L	1x during first 24 months of permit term	Discrete
Semi-VOCs - Acid Extractable			
2-chlorophenol	µg/L	1x during first 24 months of permit term	Discrete
2,4-dichlorophenol	µg/L	1x during first 24 months of permit term	Discrete
2,4-dimethylphenol	µg/L	1x during first 24 months of permit term	Discrete
4,6-dinitro-o-cresol	µg/L	1x during first 24 months of permit term	Discrete
2,4-dinitrophenol	µg/L	1x during first 24 months of permit term	Discrete
2-nitrophenol	µg/L	1x during first 24 months of permit term	Discrete
4-nitrophenol	µg/L	1x during first 24 months of permit term	Discrete
p-chloro-m-cresol	µg/L	1x during first 24 months of permit term	Discrete
Pentachlorophenol	µg/L	1x during first 24 months of permit term	Discrete
Phenol	µg/L	1x during first 24 months of permit term	Discrete
2,4,6-trichlorophenol	µg/L	1x during first 24 months of permit term	Discrete
Semi-VOCs – Base/Neutrals			
Acenaphthene	µg/L	1x during first 24 months of permit term	Discrete
Acenaphthylene	µg/L	1x during first 24 months of permit term	Discrete
Anthracene	µg/L	1x during first 24 months of permit term	Discrete
Benz(a)anthracene	µg/L	1x during first 24 months of permit term	Discrete

Parameter	Units	Monitoring Frequency	Monitoring Type
Benzo(a)pyrene	µg/L	1x during first 24 months of permit term	Discrete
Benzo(b)fluoranthene	µg/L	1x during first 24 months of permit term	Discrete
Benzo(g,h,i)perylene	µg/L	1x during first 24 months of permit term	Discrete
Benzo(k)fluoranthene	µg/L	1x during first 24 months of permit term	Discrete
Chrysene	µg/L	1x during first 24 months of permit term	Discrete
Dibenzo(a,h)anthracene	µg/L	1x during first 24 months of permit term	Discrete
3,3'-dichlorobenzidine	µg/L	1x during first 24 months of permit term	Discrete
Diethyl phthalate	µg/L	1x during first 24 months of permit term	Discrete
Dimethyl phthalate	µg/L	1x during first 24 months of permit term	Discrete
Di-n-butyl phthalate	µg/L	1x during first 24 months of permit term	Discrete
2,4-dinitrotoluene	µg/L	1x during first 24 months of permit term	Discrete
2,6-dinitrotoluene	µg/L	1x during first 24 months of permit term	Discrete
Di-n-octyl phthalate	µg/L	1x during first 24 months of permit term	Discrete
1,2-diphenylhydrazine (as azobenzene)	µg/L	1x during first 24 months of permit term	Discrete
Fluoranthene	µg/L	1x during first 24 months of permit term	Discrete
Fluorene	µg/L	1x during first 24 months of permit term	Discrete
Hexachlorobenzene	µg/L	1x during first 24 months of permit term	Discrete
Hexachlorobutadiene	µg/L	1x during first 24 months of permit term	Discrete
Hexachlorocyclopentadiene	µg/L	1x during first 24 months of permit term	Discrete
Hexachloroethane	µg/L	1x during first 24 months of permit term	Discrete

Parameter	Units	Monitoring Frequency	Monitoring Type
Indeno(1,2,3-cd)pyrene	µg/L	1x during first 24 months of permit term	Discrete
Isophorone	µg/L	1x during first 24 months of permit term	Discrete
Naphthalene	µg/L	1x during first 24 months of permit term	Discrete
Nitrobenzene	µg/L	1x during first 24 months of permit term	Discrete
N-nitrosodimethylamine	µg/L	1x during first 24 months of permit term	Discrete
N-nitrosodi-n-propylamine	µg/L	1x during first 24 months of permit term	Discrete
N-nitrosodiphenylamine	µg/L	1x during first 24 months of permit term	Discrete
Phenanthrene	µg/L	1x during first 24 months of permit term	Discrete
Pyrene	µg/L	1x during first 24 months of permit term	Discrete
1,2,4-trichlorobenzene	µg/L	1x during first 24 months of permit term	Discrete
PCB / Pesticides			
Aldrin	µg/L	1x during first 24 months of permit term	Discrete
Alpha-BHC	µg/L	1x during first 24 months of permit term	Discrete
Beta-BHC	µg/L	1x during first 24 months of permit term	Discrete
Gamma-BHC	µg/L	1x during first 24 months of permit term	Discrete
Delta-BHC	µg/L	1x during first 24 months of permit term	Discrete
Chlordane	µg/L	1x during first 24 months of permit term	Discrete
4,4'-DDT	µg/L	1x during first 24 months of permit term	Discrete
4,4'-DDE	µg/L	1x during first 24 months of permit term	Discrete
4,4'-DDD	µg/L	1x during first 24 months of permit term	Discrete

Parameter	Units	Monitoring Frequency	Monitoring Type
Dieldrin	µg/L	1x during first 24 months of permit term	Discrete
Alpha-endosulfan	µg/L	1x during first 24 months of permit term	Discrete
Beta-endosulfan	µg/L	1x during first 24 months of permit term	Discrete
Endosulfan sulfate	µg/L	1x during first 24 months of permit term	Discrete
Endrin	µg/L	1x during first 24 months of permit term	Discrete
Endrin aldehyde	µg/L	1x during first 24 months of permit term	Discrete
Heptachlor	µg/L	1x during first 24 months of permit term	Discrete
Heptachlor epoxide	µg/L	1x during first 24 months of permit term	Discrete
PCB-1242	µg/L	1x during first 24 months of permit term	Discrete
PCB-1254	µg/L	1x during first 24 months of permit term	Discrete
PCB-1221	µg/L	1x during first 24 months of permit term	Discrete
PCB-1232	µg/L	1x during first 24 months of permit term	Discrete
PCB-1248	µg/L	1x during first 24 months of permit term	Discrete
PCB-1260	µg/L	1x during first 24 months of permit term	Discrete
PCB-1016	µg/L	1x during first 24 months of permit term	Discrete
Toxaphene	µg/L	1x during first 24 months of permit term	Discrete

Notes:

1. The permittee shall include any additional parameters in stormwater sampling as specified by Part 5.0 Water Quality Standards of this permit.
2. The permittee shall collect discrete samples and shall attempt to include the "first flush" (first 30 minutes of stormwater discharge) of a qualifying storm event whenever possible to do so. Auto Sampling equipment may be used, if available.
3. When analyzing for metals, the permittee shall assume a 1:1 total dissolved ratio

for purposes of reporting and comparison with SWQS. Alternatively, the permittee may test for dissolved metals, if appropriate field filtering is completed. Hardness data must also be collected and used to calculate the corresponding SWQS for certain metals as indicated by SWQS rules.

Appendix C: Total Maximum Daily Load (TMDL) Requirements

The following requirements are included in this permit based on applicable TMDL requirements in accordance with Part 1.3(5). See permit Parts 7.4 – 7.8 for specific analytical monitoring requirements.

Gila River

Name of TMDL	**Gila River – Centennial Wash to Gillespie Dam**
Document(s) for TMDL	**middlegila_centennial_tmdl_final.pdf** may be downloaded at https://www.azdeq.gov, search words **"Middle Gila Watershed"**
Location of Original 303(d) Listings	15070101-008
Area Where TMDL Requirements Apply	TMDL coverage includes areas served by an MS4 draining to the Gila River
Parameter(s)	Total Boron and Total Selenium
EPA Approval Date	November 2015
MS4 Permittee(s)	Town of Buckeye, Maricopa County

Town of Buckeye and Maricopa County:

The Town of Buckeye and Maricopa County shall analytically monitor stormwater discharges from MS4 outfalls to the Gila River, from Centennial Wash to Gillespie Dam. Analytical monitoring shall be submitted per permit part 7.0. Concentration-based waste load allocations (WLAs) for this TMDL are 1,000 g/L Total Boron and 2.0 g/L Total Selenium.

If the WLA are exceeded the permittee shall propose to ADEQ an action plan, including a schedule for implementation, and submit it to ADEQ at AZPDES@azdeq.gov within 60 calendar days of becoming aware of the WLA exceedance. ADEQ shall provide a review and approval within 30 calendar days. The permittee shall then incorporate the action plan into their SWMP. Repeat exceedances for the same parameter of the WLA does not require submittal of another action plan.

Granite Creek:

Name of TMDL	**Upper Granite Creek Watershed**
Document(s) for TMDL	**tmdl_granitecreek_final.pdf** may be downloaded at https://www.azdeq.gov, **search words "Verde Watershed"**
Location of Original 303(d) Listings	AZ15060202-059A
Area Where TMDL Requirements Apply	TMDL coverage includes areas served by an MS4 draining to Granite Creek
Parameter(s)	E. coli
EPA Approval Date	November 2015
MS4 Permittee(s)	City of Prescott, Yavapai County

City of Prescott and Yavapai County

The City of Prescott and Yavapai County shall analytically monitor stormwater discharges from MS4 outfalls to Granite Creek. Analytical monitoring shall be submitted as per permit part 7.0. Concentration-based WLAs for this TMDL are 235 cfu/100 ml (single sample maximum).

If the WLA are exceeded the permittee shall propose to ADEQ an action plan, including a schedule for implementation, and submit it to ADEQ at AZPDES@azdeq.gov within 60 calendar days of becoming aware of the WLA exceedance. ADEQ shall provide a review and approval within 30 calendar days. The permittee shall then incorporate the action plan into their SWMP. Repeat exceedances for the same parameter of the WLA does not require submittal of another action plan.

Oak Creek

Name of TMDL	**Oak Creek and Spring Creek**	
Document(s) for TMDL	**Verderiver_oakcreek_2010tmdl.pdf** may be downloaded at https://www.azdeq.gov, **search words "Verde Watershed"**	
Location of Original 303(d) Listings	Oak Creek-Headwaters to West Fork Oak Creek	15060202-019
	Oak Creek-West Fork to Slide Rock State Park	15060202-18A
	Oak Creek-At Slide Rock State Park	15060202-18B
	Oak Creek-Below Slide Rock S.P. to Dry Creek	15060202-18C
	Oak Creek-Dry Creek to Spring Creek	15060202-017
	Spring Creek-Coffee Creek to Oak Creek	15060202-022
Area Where TMDL Requirements Apply	TMDL coverage includes areas served by an MS4 draining to any of the reaches of Oak Creek or Spring Creek listed above.	
Parameter(s)	E. coli	
EPA Approval Date	August 2010	
MS4 Permittee(s)	City of Sedona, Coconino County, Yavapai County	

City of Sedona

The City of Sedona shall analytically monitor stormwater discharges from MS4 outfalls to Oak Creek. Analytical monitoring shall be submitted as per permit part 7.0. The City shall implement the WLAs listed in the Oak Creek and Spring Creek E. coli TMDL, 6.1.3.

If the WLA is exceeded the permittee shall propose to ADEQ an action plan, including a schedule for implementation, and submit it to ADEQ at AZPDES@azdeq.gov within 60 calendar days of becoming aware of the WLA exceedance. ADEQ shall provide a review and approval within 30 calendar days. The permittee shall then incorporate the action plan into their SWMP. Repeat exceedances for the same parameter of the WLA does not require submittal of another action plan.

Coconino County and Yavapai County

Coconino County and Yavapai County shall analytically monitor stormwater discharges from MS4 outfalls to Oak Creek. Analytical monitoring shall be submitted as per permit

part 7.0. Concentration-based WLAs for this TMDL are 235 cfu/100 ml (single sample maximum).

If the WLA is exceeded the permittee shall propose to ADEQ an action plan, including a schedule for implementation, and submit it to ADEQ at AZPDES@azdeq.gov within 60 calendar days of becoming aware of the WLA exceedance. ADEQ shall provide a review and approval within 30 calendar days. The permittee shall then incorporate the action plan into their SWMP. Repeat exceedances for the same parameter of the WLA does not require submittal of another action plan.

San Pedro

Name of TMDL	San Pedro River (Aravaipa Creek to Gila River)	
Document(s) for TMDL	sanpedro_ecoli_tmdl.pdf may be downloaded at https://www.azdeq.gov, **search words** "San Pedro Watershed"	
Location of Original 303(d) Listings	San Pedro River, Aravaipa Creek to Gila River	15050203-001
Area Where TMDL Requirements Apply	TMDL coverage includes areas served by an MS4 draining to any of the reaches of the San Pedro River	
Parameter(s)	E. coli	
EPA Approval Date	August 2013	
MS4 Permittee(s)	City of Sierra Vista, Cochise County	

City of Sierra Vista and Cochise County

The City of Nogales and Cochise County shall analytically monitor stormwater discharges from MS4 outfalls to the San Pedro River. Analytical monitoring shall be submitted as per permit part 7.0. Concentration-based WLAs for this TMDL are 235 cfu/100 ml (single sample maximum).

If the WLA is exceeded the permittee shall propose to ADEQ an action plan, including a schedule for implementation, and submit it to ADEQ at AZPDES@azdeq.gov within 60 calendar days of becoming aware of the WLA exceedance. ADEQ shall provide a review and approval within 30 calendar days. The permittee shall then incorporate the action plan into their SWMP. Repeat exceedances for the same parameter of the WLA does not require submittal of another action plan.

Santa Cruz

Name of TMDL	Upper Santa Cruz River Subwatershed Clean Water Plan for E. coli	
Document(s) for TMDL	Uscr_cwp_final_021020.pdf may be downloaded at https://www.azdeq.gov, **search words** "Santa Cruz Watershed"	
Location of Original 303(d) Listings	Santa Cruz River, Nogales IOW Outfall to Josephine Canyon	15050301-009
	Santa Cruz River, Josephine Canyon to the Tubac Bridge	15050301-008A
	Santa Cruz River, Tubac Bridge to Sopori Wash	15050301-008B
	Nogales Wash, US/Mexico Border to Potrero Creek	15050301-011
	Potrero Creek, Below I-19 to the Santa Cruz River	15050301-500B
Area Where TMDL Requirements Apply	TMDL coverage includes areas served by an MS4 draining to any of the reaches of Santa Cruz River, Nogales Wash and Potrero Creek as listed above.	
Parameter(s)	E. coli	
EPA Approval Date	February 2020	
MS4 Permittee(s)	City of Nogales	

City of Nogales

The City of Nogales shall analytically monitor stormwater discharges from MS4 outfalls to Nogales Wash and Potrero Creek. Analytical monitoring shall be submitted as per permit part 7.0. Concentration-based WLAs for this TMDL are 235 cfu/100 ml (single sample maximum).

If the WLA is exceeded the permittee shall propose to ADEQ an action plan, including a schedule for implementation, and submit it to ADEQ at AZPDES@azdeq.gov within 60 calendar days of becoming aware of the WLA exceedance. ADEQ shall provide a review and approval within 30 calendar days. The permittee shall then incorporate the action plan into their SWMP. Repeat exceedances for the same parameter of the WLA does not require submittal of another action plan.

Watson Lake

Name of TMDL	**Watson Lake TMDL**
Document(s) for TMDL	**tmdl_watsonlake_final.pdf** may be downloaded at https://www.azdeq.gov, search words "Verde Watershed"
Location of Original 303(d) Listings	AZL15060202-1590
Area Where TMDL Requirements Apply	TMDL coverage includes areas served by an MS4 draining to Watson Lake
Parameter(s)	Nutrients (Nitrogen, Phosphorus)
EPA Approval Date	February 2015
MS4 Permittee(s)	City of Prescott, Yavapai County

City of Prescott and Yavapai County

The City of Prescott and Yavapai County shall analytically monitor stormwater discharges from MS4 outfalls to Watson Lake. Analytical monitoring shall be submitted as per permit part 7.0. Concentration-based WLAs for this TMDL are equal to 1.0 mg/L total nitrogen and 0.10 mg/L TP.

If the WLA are exceeded the permittee shall propose to ADEQ an action plan, including a schedule for implementation, and submit it to ADEQ at AZPDES@azdeq.gov within 60 calendar days of becoming aware of the WLA exceedance. ADEQ shall provide a review and approval within 30 calendar days. The permittee shall then incorporate the action plan into their SWMP. Repeat exceedances for the same parameter of the WLA does not require submittal of another action plan.

Attachment B: Notice of Intent (NOI).

ARIZONA DEPARTMENT
OF
ENVIRONMENTAL QUALITY

1110 West Washington Street Phoenix, Arizona 85007
(602) 771-2300 www.azdeq.gov

Permit Authorization Certificate

Authorization Number: AZSM91833

Permit Name: **AZPDES Small Municipal Separate Storm Sewer Systems (MS4s) General Permit**
LTF Number: **91833**
Permit Number: **AZG-2021-002**
Issue Date: **11/09/2021**

Coverage Issued to:

Name: **TOWN OF ORO VALLEY STORMWATER UTILITY**

MS4 Contact Information:

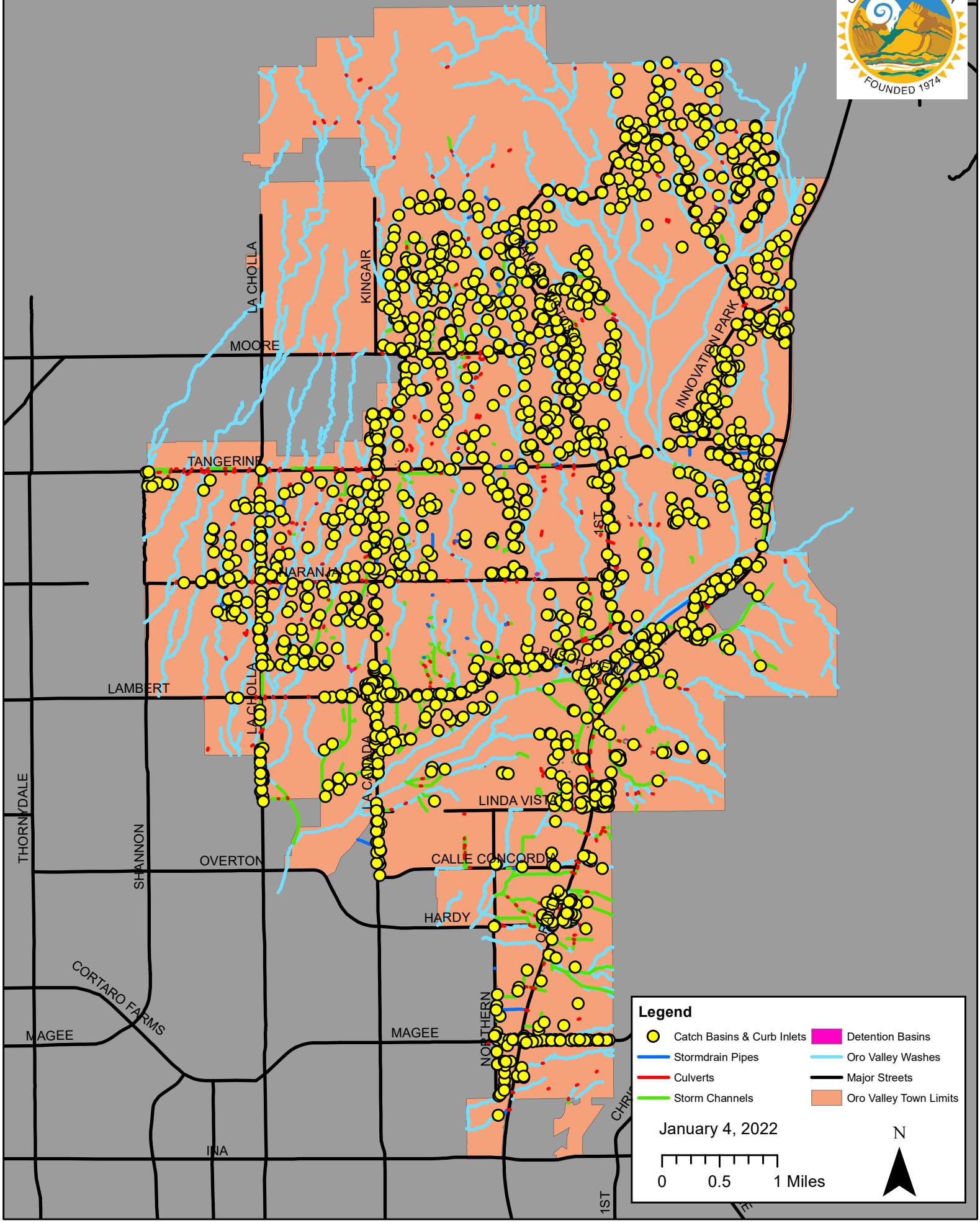
Name: **JOHN SPIKER**
Phone: **5202295044**
Work Email: **JSPIKER@OROVALLEYAZ.GOV**

AZPDES MS4 Annual Permit Fee

Please note, that pursuant to Arizona Administrative Code, Title 18, Chapter 14, Article 109(C), you will be billed an annual permit fee equal to the initial fee until such time as you submit a Notice of Termination to close out your permit coverage.

Attachment C: Town of Oro Valley Stormwater Infrastructure Map.

Attachment C: Town of Oro Valley Stormwater Infrastructure Map



Attachment D: List of Responsible Departments.

Attachment D: Responsible Department

MCM-1 Public Information and Outreach (Developing an Informed and Proactive Public)

BMP	Responsible Department & Personnel
1.1 Create and update informational brochures	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.2 Distribution of informational brochures to the general public	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.3 Distribution of brochures to businesses that potentially affect stormwater quality	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.4 Stormwater content in the Oro Valley Vista Newsletter	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.5 Outreach events at Town of Oro Valley schools	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.6 Display of outreach materials on Town owned Sun Shuttle buses	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.7 Stormwater content displayed on the Town of Oro Valley website	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.8 Effective response to public inquiries	Public Works Department, Stormwater Utility Division; Town Manager's Office, Constituent Services Coordinator

MCM-2 Public Participation & Involvement

BMP	Responsible Department & Personnel
2.1 Public participation through the SWUC	Public Works Department, Stormwater Utility Division, Senior Stormwater Engineer
2.2 Public involvement through notification of monthly SWUC meetings	Public Works Department, Stormwater Utility Division, Stormwater Office Assistant
2.3 Public interaction with Town staff	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
2.4 Solicitation of public comments on key components of utility operations	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
2.5 Encourage public participation via volunteer groups	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst

MCM-3 Illicit Discharge Detection and Elimination (IDDE) Program

BMP	Responsible Department & Personnel
3.1 Implementation of an IDDE program	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
3.2 Identification and Mapping of the MS4	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.3 Identification and Mapping of the Town's Municipal Outfall Inventory	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.4 Annual Municipal Employee Illicit Discharge Training Program	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.5 Training of Town Volunteers	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.6 Written IDDE Procedures	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst

MCM-4 Construction Site Stormwater Run-Off Control

BMP	Responsible Department & Personnel
4.1 Comprehensive pre-construction site plan review.	Public Works Department, Stormwater Utility Division, Senior Stormwater Engineer
4.2 Erosion and sediment control for Town of Oro Valley capital improvement projects	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.3 Establishment and review of TOV Ordinances regarding disposal of hazardous construction site waste, sediment control, and erosion control	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.4 Documentation of procedures	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.5 Personnel Qualifications and Education of Private Contractors/Developers	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.6 Establish Procedures for Receipt and Consideration of Constituent Submittals	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager

MCM-5 Post Construction Run-Off Control

BMP	Responsible Department & Personnel
5.1 Creation, Review and Enforcement of Post-Construction Stormwater Pollution Prevention Regulatory Mechanisms and Standard Operating Procedures	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
5.2 Comprehensive GIS Inventory of Active and Finished Construction Projects	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
5.3 Implement Standard Operating Procedure on Post-Construction Inspections	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
5.4 Site Plan Reviews	Public Works Department, Stormwater Utility Division, Senior Stormwater Engineer

MCM-6 Pollution Prevention and Good Housekeeping for Municipal Operations

BMP	Responsible Department & Personnel
6.1 Inspection of Town of Oro Valley Municipal Operations, Storage and Maintenance Facilities	Public Works Department, Stormwater Utility Division, Stormwater Utility Inspector
6.2 Street Sweeping	Public Works Department, Municipal Operations Division
6.3 Implementation of SPCC and Operation and Maintenance Plans for Town Maintenance Facilities	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
6.4 Municipal Employee Training Program	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
6.5 Town of Oro Valley Municipal Vehicle and Heavy Equipment Washing Procedures	Public Works Department, Municipal Operations Division
6.6 Town of Oro Valley Fleet Maintenance Schedule	Public Works Department, Municipal Operations Division
6.7 Facility Safety Data Sheet Inventory	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager

Attachment E: SWMP Modification Log

Town of Oro Valley
SWMP Modification Log

Modification Made By:

_____

Purpose for Modification:

_____

_____

Description of Modification:

_____

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_____

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

Signed:_____ Date:_____

Printed:_____

Attachment F: Illicit Discharge Detection and Elimination System.

Illicit Discharge Detection and Elimination Program

Introduction

This Illicit Discharge Detection and Elimination (IDDE) Program describes procedures and best management practices to protect the Town of Oro Valley's Municipal Separate Storm Sewer System (MS4) from pollutants due to illicit discharges and illegal connections.

This Program complies with requirements in Section 6.3 of the Arizona Department of Environmental Quality AZDEQ Permit (AZG2021-002) "Arizona Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems to Waters of the United States" which states:

"The permittee shall implement an IDDE program to systematically find and eliminate sources of non-stormwater to its municipal separate storm sewer system and to implement procedures to prevent illicit connections and discharges."

Legal Authority

The purpose and intent of this IDDE Program is to ensure the health, safety, and general welfare of citizens, and protect and enhance the water quality of watercourses and water bodies in a manner pursuant to, and consistent with, the Federal Clean Water Act (33 U.S.C. 1251 et seq.), National Pollutant Discharge Elimination System Regulations (40 CFR Part 122), and State regulations for stormwater discharge (ARS Title 49, Chapter 2, Article 3.1) by establishing minimum stormwater management requirements for the management of pollutants that are, or may be, discharged to the municipal storm sewer system. Authority for this Program is the "Storm Water Quality Management and Discharge Control Ordinance" described further in Town Code Chapter 15-24.

IDDE Program Responsibilities

The Town of Oro Valley Stormwater Utility Staff is responsible for development and implementation of this program. Table 1 below identifies key Town of Oro Valley staff and contact information for those who will implement the IDDE program.

Table 1. Town of Oro Valley Stormwater Utility IDDE System Implementation Staff.

Position	IDDE Program Responsibility	Phone
Stormwater Utility Division Manager	Program Control & Oversight	520-229-4816
Sr. Stormwater Engineer	Program Administration	520-229-4816
Stormwater Utility GIS Analyst	Investigation/Record Keeping	520-229-4816
Stormwater Utility Inspector	Investigation/Record Keeping	520-229-4816

Illicit Discharge Reporting

A) Training of municipal employees.

The TOV will help facilitate detection and prevention of illicit discharges and connections to the MS4 through education and training of Town staff on potential sources and hazards associated with these illicit activities. Selected staff are trained as Certified Stormwater Inspectors by the National Stormwater Center or equivalent (we currently have 13). This training includes identifying sectors of the public (by region, industry, neighborhood), most likely to contribute illicit discharges, and to use this information to perform more effective inspections. The Town of Oro Valley also annually trains every municipal Operations and Maintenance employee in detection and reporting of illicit MS4 activity to the Stormwater Utility.

B) Solicitation of public reporting of illicit MS4 activity.

The TOV solicits public information and reporting of illicit discharges through both the SWU office and the Town's Constituent Services Coordinator (CSC). The Stormwater Utility manager and CSC are the principle contacts for constituent concerns, and they coordinate on situational assessment and potential resolution. Current and future means of information retrieval include e-mail, telephone calls, letters, direct conversations, and a web-based reporting system.

C) Internal Procedure When an Illicit Discharge is Reported or Discovered.

Each time an illicit discharge is reported, Town Staff will immediately determine what type of discharge has occurred and whether it poses an immediate threat to public health or the environment. The following considerations are made upon discovery of an illicit discharge.

- What type of spill or discharge has been discovered?
- How much material has been released?
- Does the discharge involve a hazardous material and should the fire department or other emergency responders be notified?
- Is there imminent danger of this discharge or spill rapidly spreading to sensitive environmental areas?
- Should other agencies be notified?

Table 2. State, County and National Agency Contacts for Illicit Discharges.

Agency	Phone Number	When To Contact
Arizona Department of Environmental Quality	1-800-234-5677	When a discharge is an acute public health threat involving extremely hazardous material.
Arizona Department of Transportation (ADOT)	1-800-251-5866	When a suspected discharge originates from or enters areas of ADOT responsibility.
Pima County Department of Environmental Quality	520-724-7400	When a suspected discharge originates from or enters into Unincorporated Pima County.

U.S. Environmental Protection Agency/911	1-800-424-8802/ 911	When a discharge is an acute public health threat involving extremely hazardous material.

When an Illicit discharge is either reported to, or discovered by, staff, the internal procedure for documenting, investigating, and eliminating such discharges is as follows. The Stormwater Utility Division Manager will upon reporting or discovery of an illicit discharge, dispatch an inspector for further investigation of the incident, and, if necessary, report the incident to the proper external agencies (see table 2. above). The inspector, upon arrival at the location, will determine the source and whether the source is public or private. The Stormwater Utility Analyst will map the incident and retain all records associated with the incident in the proper Drainage Violation folder. If the source of the illicit discharge is public, the Stormwater Utility Division Manager will coordinate with Town of Oro Valley municipal operations staff to eliminate the discharge as quickly as possible. If the source of the discharge is private, a drainage violation will be issued by the Stormwater Utility Division Manager that clearly outlines a schedule for cessation of the discharge as well as requiring statement acknowledging responsibility and confirming future compliance with all Town of Oro Valley requirements and codes dealing with the discharge of illicit substances.

If issuing a civil penalty becomes necessary as a result of an illicit discharge, the Town of Oro Valley has in place a water quality ordinance (Town of Oro Valley Code 15-24) and an enforcement response plan (see appendix A of this document) to bring potential violators in compliance with federal, state, and local regulations.

Identifying Potential Town of Oro Valley Illicit Discharge Hotspots.

The Town of Oro Valley has identified priority areas most likely to have illicit discharges or connections. This information helps field staff and managers decide where to conduct detailed field investigations to pinpoint and eliminate illicit discharges and connections. The process includes reviewing information contained in the Town's Cartegraph/GIS database, gathering staff knowledge of the Town's watersheds, determining where illicit discharges have been reported in the past, and compiling other information collected by field crews. The following section describes priority areas already identified for future illicit discharge investigations, as well as procedures that staff uses to conduct a more detailed office assessment if needed.

A) Priority Areas Identified.

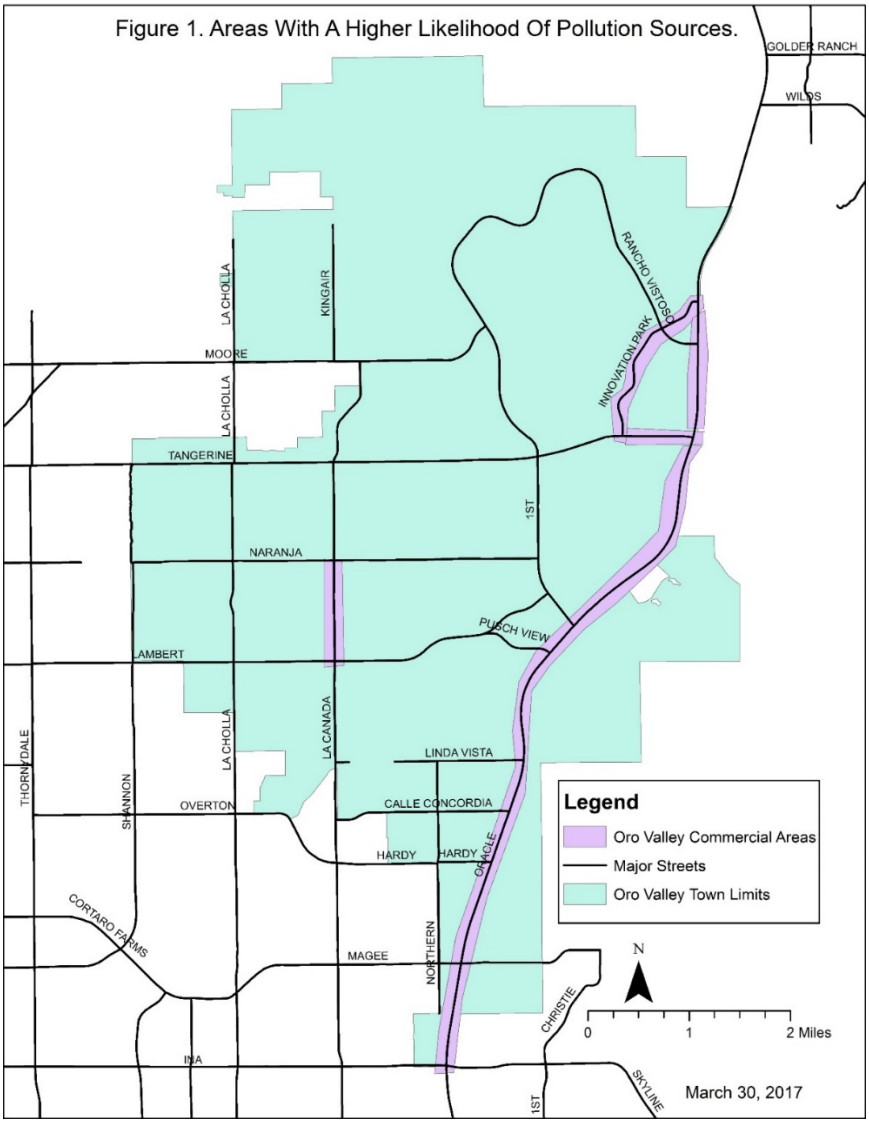
The Town of Oro Valley has identified three main priority areas where illicit discharges have a higher likelihood of occurring. These include:

- The commercial corridor of State Highway 77 (Oracle Road.) from Ina Road. to Rancho Vistoso Boulevard.
- The commercial and industrial corridor of East Innovation Park Drive.
- The Commercial corridor of North La Canada Drive, between Lambert Lane and Naranja Drive.

Within these priority areas, the Town of Oro Valley will investigate businesses or activities that typically generate wastes that may contain fecal coliform bacteria, petroleum products, heavy metals, oil and grease, and soapy washwater. The Town will conduct unannounced site inspections, public education and outreach, and follow-up investigations at:

- Businesses that generate pet waste (e.g., veterinary clinics, pet boarding centers, pet stores, and animal shelters) and public parks.
- Automotive service centers and gas stations.
- Restaurants.
- Grocery stores and commercial retailers.
- Light industrial and manufacturing facilities.
- Horticultural and plant nursery facilities.

Figure 1 below shows areas within the Town of Oro Valley where illicit discharges have a moderately higher likelihood of occurring.



B) Field Assessment in These Priority Areas.

Detailed procedures for field assessments are discussed in the Town of Oro Valley standard operating procedure for outfall inspection titled *Dry and Wet Weather Field Screening of Outfalls* (appendix B of this document). Information collected during dry weather outfall inspections (e.g., outfalls where suspected or obvious illicit discharges are discovered) are used to identify priority areas where follow-up investigations need to be pursued. Information collected during routine MS4 asset inspections, health department inspections, and water quality monitoring are also used to identify priority areas for future investigation. Maps are prepared to assist with field assessment in these priority areas and include include the following information.

- Nearby washes
- Streets
- Landmarks
- Aerial photography
- Major land uses
- MS4 network assets

Eliminating Illicit Discharges.

Upon detection of an illicit discharge, the Town of Oro Valley will identify all responsible parties and eliminate those discharges as expeditiously as possible through every legal avenue at the Town's disposal. When immediate elimination of an illicit discharge is not possible the Town of Oro Valley will establish a schedule of elimination to expedite the removal of the discharge to the maximum extent practicable. A report on discharge location, discharge volume, dates the discharge took place, responsible parties, and mitigation techniques will be provided annually to ADEQ as part of the Town of Oro Valley annual MS4 report.

Visual Monitoring.

The Town of Oro Valley has developed and implemented a visual monitoring program of municipal outfalls. Included in this monitoring program are parameters for identification of illicit discharges during both dry weather and wet weather inspection of municipal outfalls. Outfall inspection during dry and wet weather includes records of:

- Outfall identification
- Personnel conducting the inspection
- Time and date
- Weather conditions at the time of inspection
- Estimated flow rate (if applicable)
- Apparent odor, color, and clarity of the water (if applicable)
- The presence of floatables and other debris (if applicable)
- Condition of the ground during dry weather inspection
- Recording of nearby land use

A) Visual Dry Weather Outfall Monitoring.

The Town of Oro Valley has developed a standard operating procedure titled *Dry and Wet Weather Field Screening of Outfalls*, which clearly outlines municipal outfall inspection procedures.

B) Visual Stormwater Discharge Monitoring.

The Town of Oro Valley has identified 5 major outfalls strategically chosen for their close proximity to dense commercial and urban residential land use. These outfalls will be monitored at a minimum of four times per year (twice during storm events each rainy season). Procedures for monitoring outfalls during storm events are clearly outlined in the Town of Oro Valley municipal outfall identification and inspection standard operating procedure titled *Dry and Wet Weather Field Screening of Outfalls*.

Indicators of IDDE Program Progress

An important component of the IDDE program is a tracking and reporting system. A summary of the information collected for the tracking and reporting system will be included in the annual report to Arizona Department of Environmental Quality. The information stored in the tracking and reporting system will be evaluated on an annual basis at a minimum to adjust the IDDE program as needed. The Town of Oro Valley currently uses Cartegraph and GIS software to store and analyze data and produce maps. The following information should be tracked and reported in Cartegraph\GIS to assist with annual report preparation and program evaluation.

- Number of illicit discharge complaints received from the public
- Feedback received from public education efforts
- Percentage of the Town wide MS4 mapped
- Results of field assessments in high priority areas
- Number of MS4 assets inspected
- Photographic documentation of inspections
- Results of follow-up monitoring in problematic areas
- Number of illicit connections and discharges discovered and eliminated
- Status and efficacy of statutes and enforcement procedures
- Dates of staff training
- Number of staff trained

Appendix A: Town of Oro Valley Illicit Discharge Detection & Elimination System (IDDE) Enforcement Response Plan

Introduction:

Under the terms of the Arizona Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (AZG2021-002), the Town of Oro Valley is required to develop and implement adequate enforcement authority for illicit discharges into its Municipal Separate Storm Sewer System (MS4). The purpose of these Enforcement Response Procedures is to communicate how the enforcement tools available to the Town, will be used to achieve compliance.

I. Enforcement Response Plan (ERP) Plan Definitions

A. The Oro Valley Town Engineer shall be the ERP Administrator.

B. The Oro Valley Town Engineer (ERP Administrator) shall authorize in writing a person or person(s) to act as Town of Oro Valley ERP Representatives.

C. "Town of Oro Valley ERP Representative" shall refer to any employee or consultant authorized by the ERP Administrator to act under this Enforcement Response Plan.

D. "Illicit Discharge", shall refer to "any discharge to the municipal separate storm sewer system including sediment, which is not composed entirely of storm water, except for discharges allowed under the National Pollutant Discharge Elimination System, or waters used for firefighting operations.

E. "Consent Order/Consent Order Agreement" a written agreement permitting the violator to accept responsibility for the discharge and provides the opportunity to voluntarily clean up and/or correct an illicit discharge reducing additional damage and potential penalties associated with cleanup costs.

F. "AZPDES Non-Filers", shall refer to any facility or activity discharging the Town of Oro Valley MS4 without a required AZPDES/NPDES permit.

II. AZPDES Non-Filers

The Town of Oro Valley maintains a comprehensive GIS inventory of all ongoing construction projects within the Town. Obtained as attachments for this inventory are all associated NPDES/AZPDES notices of intent (NOI) for each project. No project is allowed to commence or operate without a current NOI on file in this system. The Town of Oro Valley will report all suspected non-filers to ADEQ at AZPDES@azdeq.gov every month if there are non-filers to report. This report will include the facility or project name and location of the suspected non-filer. The email subject line will include "Non-filer – Town of Oro Valley MS4".

III. Description of Each Type of Enforcement Response

A. Written Warnings

1. Field Compliance order
   A) A Town representative may observe potential compliance issues in the field. In instances involving potential compliance issues, the Town's Representative will issue a verbal, and/or written warning. Any written Field Compliance warning may be given verbally or sent either by email or a mailed letter specifying the nature of the violation, the required corrective action and a follow-up inspection date. Failure to cure compliance issues subject to a Field Compliance Order shall result in enforcement escalation.

2. Notice of Violation
   A) If upon a site inspection, a Town representative observes compliance issues that have resulted in an illicit discharge of pollution, including sediment, the representative will issue:
      1. Notice of Violation:
         a) The notice of violation will specify the nature of the violation, the required corrective action(s), and a follow up inspection date.
         b) The notice of violation will require the party committing the violation to submit a satisfactory remediation and prevention plan to include specific steps to be taken to prevent further illicit discharges from the site, within 5 days of the date of the violation.
         c) If the required corrective actions are not completed to the satisfaction of the ERP Administrator by the follow-up inspection date, the appropriate Town representative in consultation with the ERP Administrator will:

            - Revoke all current building or construction permits where applicable. Revoked permits shall only be reinstated after the permittee has reapplied for a new permit complete with a new permit fee and resulting remediation of all further illicit discharges.
            - In the event no Town permits have been issued, a Storm Water Violation Citation will be issued.

3. Consent Order/Consent Order Agreement in lieu of Notice of Violation

   A) A Consent Order will include specific corrective actions to be taken in correcting the illicit or sediment discharge together with a specified time frame to finish the corrective actions.

   1. Consent Order Agreements will only be issued to violators that can provide documentation verifying that they or their designated representative are qualified to handle the required illicit discharge cleanup.

   2. The ERP Administrator is empowered to enter into Consent Order Agreements with violators on behalf of the Town of Oro Valley.

   3. Where the discharge and cleanup area affect private (third party) properties, Consent Orders must be approved by all parties involved or a Notice of Violation will be issued.

IV. Violation Procedure

A) The ERP Administrator, upon determining the level of violation, will notify the violator by sending either a Written Notice of Violation to their address of record. Notice shall set forth the nature of the violation, the date and time of violation, and the name of the official issuing the notice and spell out the opportunity to work through the matter through a Consent Order Agreement if the violator qualifies.

B) Once a Notice of Violation is issued, the alleged violator shall within five business days of the date of issuance of the notice, pay the amount set forth on the schedule of fines for the violation and remediate the violation as provided in this Section. The fine may be paid in person or by mail, and payment shall be deemed to be an admission of the violation. Failure to pay the fine amount or remediate the violation within 14 days shall result in a Summons and Complaint to be filed by the Town Attorney in the Oro Valley Magistrate Court or referral of the violation to the Arizona Department of Environmental Quality "ADEQ ".

5. Cease and Desist Orders

A) The Town Administrator may issue a Cease and Desist Order effectively stopping all work on a site where there is a clear violation, a continuing violation, or disregard for:

- Town of Oro Valley ordinances regulating the illicit discharge of pollutants or sediment.
- ADEQ building or construction storm water permit requirements
- Previously issued field compliance orders, notices of violation, or breach of any signed Consent Order Agreement associated with the site where the illicit discharge occurred.

B) Cease and Desist orders shall require that the violator must comply with the order and take appropriate remedial or preventive action as is needed to properly address a continuing or threatened violation; including the halting of all operations on the site except for authorized cleanup, termination of any discharge, or the installation of appropriate control measures.

C) All Cease and Desist orders serve as a notice of violation with applicable fine and penalties.

D) The ERP Administrator in consultation with appropriate Town Representative(s) may suspend, revoke or modify any Town issued permit authorizing a land development project, or any other project of the applicant associated with the violation in question.

E) A suspended, revoked or modified permit may be reinstated only after the applicant or designated responsible party has completed the corrective actions set forth in the written Notice of Violation/Cease and Desist Order.

F) Violators with outstanding violations shall not receive any new Town of Oro Valley construction or building permits until all outstanding violations have been remedied and all applicable fines and penalties paid.

G) Contractors that have had two or more civil penalties within the previous 12 calendar months shall be required to deposit a cash assurance equal to double the assurance amount normally required for each permit obtained.

H) In the event violations persist, the Town of Oro Valley may bring legal action to enforce violations issued and to enjoin a continued violation of the Town's Storm Water code. In the event actions by the ERP Administrator do not result in abatement of any continuing violation the ERP Administrator may request Town Attorney, to begin proceedings in the Oro Valley Magistrate Court where the Oro Valley Magistrate Court is authorized to enforce any civil penalties and/or issue preliminary or permanent injunctions to restrain or compel activities by any violator found responsible.

6. Referrals to ADEQ

A) In instances occurring at locations where the Town of Oro Valley has used progressive enforcement to achieve compliance with this ERP where matters do not require immediate action, and in the judgement of the ERP Administrator, these efforts continue to be unsuccessful, in lieu of judicial proceedings the ERP Administrator may refer the violation to the ADEQ. For the purposes of this ERP, "progressive enforcement" shall mean two non-compliant follow-up inspections and two written notices of violation denoting non-compliance.

D) The Town of Oro Valley shall keep enforcement files for a minimum of three years after the file is closed, consistent with State of Arizona record retention regulations.

V. Penalties

A). First offense: $100.00;

B). Second offense: $300.00;

C). Third offense or subsequent offenses: $500.00.

PUBLIC WORKS DEPARTMENT STANDARD OPERATING POLICY AND PROCEDURES

Appendix B Dry & Wet Weather Field Screening of Outfalls	DEPARTMENT / DIVISION **Stormwater**	PAGE **1 of 4**
	ISSUE DATE:	

PURPOSE

I. DISTRIBUTION

A. Public, Special Inspectors, Building Safety personnel

II. REVISION HISTORY

None

III. CODE REFERENCE

A. Town Code Stormwater Article 15-24

B. Town Code Floodplain and Erosion Hazard Management Chapter 17

IV. PROCEDURE

Inspection of outfalls is accomplished to ensure that the quality of storm water within Oro Valley is maintained at the highest practiced levels. The Town inspection program consists of semi-annual inspections using the inspection checklist as attached, unless we are notified of a specific discharge incident within the town. There are over 300 outfalls, comprised of storm water outlets, detention basin outlets, tributary confluences, parking lot discharges, first flush devices, and others.

A. Screening Inspection Schedule

Outfall inspection will progress in a logical sequence beginning downstream and progressing upstream within channel reaches. The Storm Water Utility goal is to inspect every outfall twice per year. Documentation of our Dry Weather Field screening program is utilizing the Cartegraph asset management software program with ArcGIS enterprise GIS geodatabase.

B. Citizen Complaints

Illicit discharge and dumping complaints will be recorded and investigated within 2 business days. Corresponding outfalls will be identified and the dry weather field screening of outfalls procedures will be followed. **If** required, proper notifications will be

made under the State Emergency Response Program. Customers will receive a response and be kept updated of progress on resolving the complaint. These responses and customer interactions will be properly documented in the incident file.

Outfall Inspection Procedures

I. Prior to Inspections
   a. Inspections should not be conducted within 72 hours of a measurable rainfall to avoid confusing accumulated storm water from rain events with true dry-weather discharges.
   b. Past inspection sheets and photographs for each site should be reviewed in the cartegraph program so the inspector can be aware of the previously noted conditions.
   c. Blank inspection sheets should be prepared for the upcoming activities (see attached).
   d. The "Stormwater Test Kit" should be checked to ensure that the instructions, required glassware, and a full stock of reagents are present. Any missing elements should be ordered well in advance of the scheduled time for performing the inspections. Test and calibrate the pH meter to be used. Review all MSDS for the reagents and to ensure proper PPE is available and used.
   e. Organize the outfall locations to be inspected on a given day into a logical sequence to minimize travel time between sites and backtracking across town.
   f. Bring the following equipment, at a minimum, to the field when performing the field screening activities:
      i. Outfall notebook(s)
      ii. Storm water Test Kit/pH Meter
      iii. Inspection sheets
      iv. Camera
      v. Outreach/Guidance Material
      vi. GPS Unit
      vii. Safety Equipment
      viii. Pens/Pencils
      ix. Cell phone, flashlight
      x. Clean Glass Beaker or Bottle

II. Inspections
   a. Travel to and locate the outfall to be inspected.
   b. Safely access the outfall location. Bear in mind that access to certain sites may be hazardous and require the use of safety equipment or a less direct route.
   c. If the outfall is located in a densely vegetated wash, extra care should be taken during entry - note that itinerant people often live in such locations in addition to dangerous wildlife.
   d. Fill out the general information part of the inspection sheet (date, time, inspector, outfall identifier, etc.).

e. If a particular outfall has been changed from its original condition, the description of the outfall should be updated on the inspection report. This might include areas where development has occurred and a former dirt channel has been replaced by a drainpipe or riprap channel. If a particular outfall has been completely destroyed or removed, this should be noted on the inspection report and the Inspection Supervisor and the Environmental Project Coordinator notified. An alternate outfall location may need to be established.
f. Once at the outfall, the inspector should look for any indication of dry-weather flow or illicit discharges. Such indications include, but are not limited to:
    i. Flowing water
    ii. Ponding water or dampness
    iii. Lush vegetation not characteristic of the surrounding area
    iv. Unusual Staining
    v. Deposits of evaporative products (salts)
    vi. Oil sheen or residual
g. Observe and record the condition of the outfall and note any indications that maintenance is needed, such as the presence of significant garbage/refuse, flow obstructions, structural or erosion damage, overgrowth of vegetation, etc.
h. Take at least one photograph at each outfall.
i. If flowing water is present, the inspector should estimate the f10w rate and record observations with brief descriptions of color, odor, turbidity of the water; oil sheen or surface scum. If there is enough flow to collect a discrete sample, field tests should be conducted and results recorded for: pH; copper, chlorine, detergents, and phenols. If any of the field tests indicate the presence of contamination, a grab sample should be obtained and submitted to an analytical lab under contract to the Town. The parameters to be tested at the lab will be determined by the Storm Water Manager. The inspector should collect another grab sample within a 24-hour period, with a minimum period of four hours between samples.
j. If flowing or ponded water is present, investigate to determine the source of the water. This may include searching up gradient in the drainage (inlet grates, catch basins, etc.) for inflows and/or illicit connections, reviewing storm drain maps and records of the area, and interviewing persons who work at possible sources of inflow.
k. If the source of the discharge can be established, the inspector should determine if the discharge is allowable under the Town Storm Water Discharge Control Ordinance. Some more common qualifying discharges include:
    i. Discharges associated with operation and maintenance of the potable or reclaimed water systems, well development, or well monitoring,
    ii. Residential dechlorinated swimming pool discharges,

iii. Discharges from residential coolers and air conditioning condensate,
iv. Discharges from residential or charity exterior car washing where only water or biodegradable soaps are used,
v. Building or street-wash water where only water or biodegradable soaps are used.

l. If the source of the discharge is allowable under the Town's Storm Water Discharge Control Ordinance, and if the results of the field tests are negative, then the discharge is not considered to be a significant source of pollutants. If the source qualifies for the Town's Code and field test results indicate the presence of pollutants, ADEQ should be notified.
m. If the source is determined to be irrigation overflow, or a potable or reclaimed line leak, Oro Valley Water should be notified.
n. If the source is determined to be residential gray water, notify the discharger that under ADEQ rules, gray water must remain on the discharger's property. Advise the discharger that if the discharge off their property continues, they could be cited under Town of Oro Valley Code and reported to ADEQ for possible further enforcement.
o. If the source can be determined and has the potential to be a source of pollutants, as evidenced by field or laboratory testing, it should be considered illicit, and the following steps should be taken to cease the discharge to the storm drain system: discussion with responsible parties, distribution of guidance materials, issuance of a compliance status letter, notice of violation, enforcement action, and notification of regulatory authorities.
p. If the source of a dry weather flow cannot be determined, and test results indicate the presence of a pollutant, the inspector should report their findings to the Storm Water Manager for further investigation. Further investigation may include: researching storm drain maps and contributing drainage areas, conducting more extensive field surveys performing a confined space entry into the storm drain, or performing dye tests and other tests to be determined on a case by case basis.
q. Any outfall that exhibited flowing or standing water during an inspection should be revisited within at least two weeks from the original inspection date to see if the discharge is continuing or if corrective actions have been effective. Follow-up monitoring of the outfall should be continued on an as needed basis until the dry weather discharge has been eliminated, or until further investigations conclude that the discharge is not a significant source of pollutants.

III. After Inspections

a. Enter the results of each inspection into ArcGIS/Cartegraph database for the current fiscal year, and file hard copies of photos and inspection sheets in the outfall inspection notebooks.

b. Create a work order for the appropriate Department/Division on any field screening location requiring maintenance including areas with significant garbage/refuse, flow obstructions, structural or erosion damage, overgrowth of vegetation, etc.
c. Prepare a brief report for any illicit discharges detected, provide flow observations, test results, identify the source (if it can be determined), and list actions taken to stop the discharge. This report will be used to notify appropriate authorities if the discharge continues, or will be summarized in the Annual Report.
d. Prepare a table of findings and a summary of field screen outfall activities for inclusion in the annual report. Identify outfalls that have been eliminated.

AUTHORIZED

_____

Paul Keesler, Director

Attachment G: Stormwater Plan Review Procedures.

PLAN REVIEW DISTRIBUTION CHART

SUBMITTAL TYPE	FILE	PLANNING	PERMITTING - ENGINEERING	RIGHT-OF-WAY	TOWN ENGINEER	STORMWATER UTILITY	WATER UTILITY	PERMITTING - BUILDING	GOLDER RANCH FIRE	POLICE	PARKS, RECREATION	TRANSIT	ECONOMIC DEVELOPMENT
PRE-APPLICATION (OV1)													
DESIGN REVIEW COMMITTEE SUBMITTAL	●	●	●	●			●	●	●	●	●	●	
CONCEPTUAL DESIGN (OV12)													
CONCEPTUAL SITE AND LANDSCAPE PLAN	●	●	●	●			●	●	●	●	●	●	
CONCEPTUAL ARCHITECTURAL DESIGN	●	●						●					●
CONCEPTUAL PUBLIC ART	●	●	●										●
TRAFFIC IMPACT ANALYSIS	●	●	●		●								
NATIVE PLANT PRESERVATION PLAN	●	●											
SITE RESOURCE INVENTORY PLAN	●	●											
FINAL DESIGN (OV12)													
FINAL SITE PLAN	●	●	●	●		●	●		●		●		
FINAL ARCHITECTURAL DESIGN (OV13)	●	●											●
FINAL PUBLIC ART (OV5)	●	●	●					●					●
FINAL LANDSCAPE AND IRRIGATION PLAN	●	●	●						●		●		
RAINWATER HARVESTING PLAN	●	●	●										
DRAINAGE REPORT			●			●							
GEOTECHNICAL REPORT	●		●										
TITLE REPORT	●		●										
ALTERNATIVE PARKING ANALYSIS	●	●											
ARCHEOLOGICAL CLEARANCE	●	●	●										
CLOSURE CALCS	●		●										
FINAL PLAT	●	●	●				●				●		
CIVIL IMPROVEMENT PLANS FOR PERMIT													
ON-SITE CIVIL IMPROVEMENT PLANS (G)		●	●				●		●				
OFF-SITE CIVIL IMPROVEMENT PLANS (G)		●	●	●			●		●				
STORMWATER POLLUTION PREVENTION PLAN (G)			●			●							
OV WATER UTILITY PLANS (OV20-OV24)		●	●	●					●				
MINOR PLAT AMENDMENT (OV12)													
LOT LINE ADJUSTMENT	●	●	●				●		●				
NO BUILD AREA TRADE	●	●	●				●						
TEXT AMENDMENT	●	●	●										
SCRIVENERS ERROR	●	●	●										
GENERAL PLAN AMENDMENTS (OV11)													
MINOR MAP AMENDMENT	●	●	●				●		●	●			
MAJOR MAP AMENDMENT	●	●	●				●		●	●			
TEXT AMENDMENT	●	●	●				●		●				
PLANNED AREA DEVELOPMENTS [PAD] (OV9)													
NEW PAD	●	●	●				●		●	●	●	●	
PAD MAP AMENDMENT	●	●	●				●		●		●		
PAD TEXT AMENDMENT	●	●	●				●		●		●		
PAD EXEMPTION	●	●	●				●				●		
SIGNS (OV3)													
MASTER SIGN PROGRAM	●	●	●										
SIGN CRITERIA	●	●	●										
SIGN PAD EXEMPTION	●	●											
MISCELLANEOUS SUBMITTALS													
REZONING (OV9)	●	●	●	●			●		●	●	●	●	
MINOR LAND DIVISION (OV12)	●	●	●				●		●				
DEVELOPMENT PLAN EXTENSION (OV12)	●	●	●				●						
CONDITIONAL USE PERMIT (OV8)	●	●	●				●		●	●	○		●

SUBMITTAL TYPE	FILE	PLANNING	PERMITTING - ENGINEERING	RIGHT-OF-WAY	TOWN ENGINEER	STORMWATER UTILITY	WATER UTILITY	PERMITTING - BUILDING	GOLDER RANCH FIRE	POLICE	PARKS, RECREATION	TRANSIT	ECONOMIC DEVELOPMENT
GRADING EXEMPTION (OV12)	●	●	●				●						

SUBMITTAL TYPE	FILE	PLANNING	PERMITTING - ENGINEERING	RIGHT-OF-WAY	TOWN ENGINEER	STORMWATER UTILITY	WATER UTILITY	PERMITTING - BUILDING	GOLDER RANCH FIRE	POLICE	PARKS, RECREATION	TRANSIT	ECONOMIC DEVELOPMENT
HOME OCCUPATION [TYPE I OR II] (OV4)	●	●	●					●	●				
ZONING VERIFICATION (OV4)	●	●											
ZONING INTERPRETATION (OV4)	●	●											
COMMUNICATION FACILITIES (OV6)													
TIER 1	●	●	●	●			●						
TIER 2	●	●	●	●			●						
MAJOR	●	●	●	●			●						
BOARD OF ADJUSTMENT (OV10)													
VARIANCE REQUEST	●	●	●				●		●				●
APPEAL OF ADMINISTRATIVE DECISION	●	●	●										

○ - MAY REQUIRE REVIEW ON A CASE BY CASE BASIS

Community Development and Public Works
Permitting Division
11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4815 • 520-742-1022 (Fax)

TYPE 1 GRADING PERMIT CHECKLIST

Notice to Permit Holder - It is the applicant/owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements. **Initial Here _____**

1.0 General Information

1.1 Fill out the Grading Statement on page 2 of the Building Permit Application.
1.2 Provide a Grading/Site Plan with the application. See below for Grading /Site Plan requirements.
1.3 A Town of Oro Valley Floodplain Use Permit is required for grading or other improvements within a 100-year floodplain.
1.4 A Town of Oro Valley Right-Of-Way Permit is required for all construction related activity in Town right-of-way. This includes driveway connections and utility trenching.
1.5 Detailed review and permitting of septic systems is by the Pima County Department of Environmental Quality. It is the applicant's responsibility to coordinate directly with PCDEQ.
1.6 A drainage report is required for structures and grading that may affect or be affected by a 100-year floodplain or erosion hazard setback. Other drainage related situations may require a drainage analysis with supporting calculations as needed on a case by case basis.

2.0 Grading /Site Plan Requirements

2.1 Grading/Site Plan Format:
- ☐ Plan is to measure 24"x36". Other sizes are acceptable on a case by case basis.
- ☐ Label plan "Grading/Site Plan".
- ☐ Utilize a standard engineering scale, typically 1"=10' or 1"=20'.
- ☐ Provide a north arrow and bar scale.
- ☐ Grading/Site Plan to be tied to a benchmark of known elevation and location. Include this information on the plan.
- ☐ Grading/Site Plan to be prepared by an Arizona Registrant for the following conditions:
  - Average cross-slope of building pad region is greater than 6%.
  - Average cross-slope of parcel is 15% or greater.
  - Parcel has sloped areas greater than 25%.

2.2 Grading/Site Plan Content – Existing Conditions:
- ☐ Show exterior boundaries of parcel in a heavy solid line type. Provide metes and bounds per recorded final plat or other recorded instrument.
- ☐ Show and label existing topography at 1 or 2 foot contour intervals.
- ☐ Show and label adjacent existing roadways and indicate as either public or private.
- ☐ Show and label all existing recorded parcel restrictions such as floodplain limit lines, erosion hazard setback lines, conservation areas, easements, etc.
- ☐ Show and label existing utilities.
- ☐ Maintain existing drainage patterns for flows entering and exiting the site.

2.3 Grading Site/Plan Content – Proposed Conditions:
- ☐ Show and label proposed topography at 1 or 2 foot contour intervals. Ensure that proposed contour lines tie back into existing contour lines.
- ☐ Show the locations of toe and top of new slopes.
- ☐ Show and label all proposed structures to be constructed.
- ☐ Indicate the finished floor elevation (FFE) and finished pad elevation of any proposed residential building. For proposed attached garages, only an FFE is required.

- ☐ Show proposed finished grades at the following locations:
  - Building and patio slab corners.
  - At periodic intervals along channel or swale inverts.
  - Inlet and outlet invert elevations of pipes and area drains.
  - Grade breaks, high points, and low points.
  - Along proposed driveways to verify finished slope.
  - As needed to verify positive drainage. A minimum slope of 5% for a distance of 10' away from a foundation is generally required per International Residential Code Requirements (R401.3). For other locations, a minimum 0.5% slope is generally required for paved surfaces and minimum of 1% slope is generally required for unpaved areas.

- ☐ Show locations of all proposed retaining walls. Provide elevations for the top of retaining walls and at the bottom along finished grade. Supporting structural calculations and details prepared by an Arizona registrant is required for the following:
  - Retaining walls greater than 4-feet when measured from bottom of footing.
  - Retaining walls with site walls when the combined height is greater than 6-feet, measured from bottom of footing.
  - Any retaining walls with an applied surcharge load.
  - Site walls greater than 6-feet when measured from the top of footing.

- ☐ Indicate the locations of wall openings for surface drainage and label permanent erosion control devices to be used (e.g. riprap apron).
- ☐ Provide a limits of grading line to indicate all areas to be disturbed.
- ☐ Indicate the location of construction access to the site if other than an existing driveway or wall opening.
- ☐ Provide construction layout dimensions as needed.
- ☐ For proposed driveways, indicate the surfacing to be used such as asphalt, concrete, brick or aggregate. Per the Town Zoning Code, driveways are required to maintain a dust free condition.
- ☐ Show all proposed utilities from point of connection to proposed structures.
- ☐ House Connection Sewer (HCS) are to meet International Plumbing Code requirements. Indicate size, minimum slope, and location of HCS lines and cleanouts.
- ☐ Provide the rim elevation of the nearest upstream manhole to verify whether a backwater valve will be required on the HCS line. If a backwater valve is required, indicate as such on plan.
- ☐ Indicate the locations of permanent erosion control devices (e.g. splash blocks, riprap aprons, etc) at the base of down spouts, scuppers, canales, etc.
- ☐ Indicate the locations of interim erosion control devices (BMP) to be in place during construction (e.g. silt fence, waddle, etc). Provide a typical detail with installation information for the proposed device. All BMP's are to be placed within the limits of grading line.
- ☐ Provide a typical cross section(s) at critical areas where additional clarity may be required.
- ☐ Provide erosion control measures (e.g. riprap aprons) at runoff discharge locations where required.

2.4 Additional Grading Information:

- ☐ Finished slopes mush conform to the following Town Zoning Code restrictions:
  - 3:1 (horizontal: vertical) or flatter shall be revegetated.
  - Slopes 2:1 or flatter but steeper than 3:1 shall be stabilized with rock riprap over filter fabric.
  - Slopes steeper than 2:1 shall be stabilized with grouted riprap or retaining walls as appropriate. Slopes shall not exceed 1:1.
  - Alternative methods of stabilization may be allowed when supported by a geotechnical report prepared by an Arizona registrant.

- Cut, fill and slope setbacks must conform to the following Town Zoning Code restrictions:

  - The maximum depth of cut and fill shall not exceed six feet (6-feet) measured vertically from existing grade to finished grade. If terraced retaining walls are utilized, the maximum depth may be increased to eight feet (8-feet).
  - The top of a cut slope is to be set back from a property line a minimum of one-fifth (1/5) of the vertical height of the slope, with a minimum of two-feet (2-feet),

  Please be aware that if the project is within a Planned Area Development (PAD), such as Rancho Vistoso, the PAD design standards shall govern if there is a conflict with the Town Zoning Code.
- The requirements of the Environmentally Sensitive Lands (ESL) or the Hillside Development Zone ordinances shall apply if applicable to the subject property.

3.0 Standard Grading Notes

The following standard Grading Notes are to be included on the Site/Grading Plan:

1. Unimproved disturbed areas resulting from operations on this lot shall be restored to their natural state by utilizing drought-resistant vegetation as stated by the Town of Oro Valley Zoning Code. All utility trenches and/or leach fields are to be restored to their original natural conditions.
2. Excess soil generated from earthwork operations shall be removed from the site and lawfully disposed of, or, if allowed and approved by the Town Engineer, site material may be placed so as to become an integral part of the site development, all in accordance with hillside development regulations.
3. Cut and fill slopes and slope treatment to be in compliance with the requirements of the accepted geotechnical engineering investigation or the Town of Oro Valley Revegetation Requirements.
4. Excess soil material generated from the earthwork operations shall not be disposed of by pushing or placing said material into areas designated as 100-year floodplain areas.
5. The contractor is responsible for assuring proper and adequate drainage.
6. Elevation of finish pad shall be certified by a registered land surveyor prior to pouring foundations. A copy of certification must be approved by the Town of Oro Valley Inspection and Compliance Division prior to calling for building inspections.
7. Prior to any building finals, a final grading inspection must be obtained from the Town of Oro Valley. Call the Town of Oro Valley Inspection and Compliance Division at (520) 229-4898 for a final grading inspection at least 24 (twenty-four) hours in advance.

Community Development and Public Works
Permitting Division
11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4815 • 520-742-1022 (Fax)

TYPE 2 GRADING PERMIT CHECKLIST

Notice to Permit Holder - It is the applicant/owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements. **Initial Here** _____

All items listed below must be completed prior to scheduling a pre-grading conference.
Items with lines through them are completed. Open items are to be submitted by the applicant or agent.

OWNER/DEVELOPER: _____ **GRADING PERMIT #:**_____

PROJECT NAME: _____ **OV #:** _____

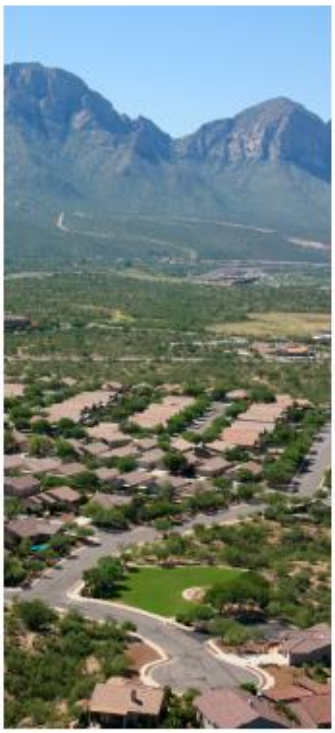
ENGINEER/AGENT: _____ **PHONE:** _____ **DATE:** _____

- ☐ Proof of review fee payment, date paid: _____
- ☐ Archeological Clearance Letter
- ☐ Soils report
- ☐ Pavement design report
- ☐ Final Hydrology Report (2 copies)
- ☐ Stormwater Pollution Prevention Plan & ADEQ NOI (EPA compliant)
- ☐ Approved Improvement Plans: 5 (subdivision) or 7 (commercial) blueline sets of civil plans including SWPPP sheets and a Mylar set of the plans
- ☐ Completed Grading Permit Application
- ☐ Construction/Restoration Bond Estimate: (amount: $ _____) *
- ☐ Construction/Restoration Bond, date received: _____ *
- ☐ Water Bond Estimate: (amount: $ _____) *
- ☐ Water Bond, date received: _____ *
- ☐ Landscape Bond Estimate: (amount: $ _____) *
- ☐ Landscape Plan/Landscape Bond, date received: _____ *

* Note: Bond Estimates shall be submitted & approved by OV Staff prior to bond submission

- ☐ Approved Public Water Plans (Oro Valley Water Utility)
- ☐ Copies of Recorded Easements/Letters of Agreement
- ☐ Executed Assurances
- ☐ Floodplain Use Permit, if required for project
- ☐ Salvage per Approved Salvage Plan
- ☐ Grading Limits staking accepted by Zoning Inspector
- ☐ Grading Permit fee (amount: $ _____)

* Grading Permit fee – amount to equal ½% of site construction cost or $500, whichever is greater. Submit contractor's bid information on letterhead or sealed estimates from the Civil Engineer.





Oro Valley

RESIDENTIAL DESIGN REVIEW PACKAGE






ORO VALLEY
RESIDENTIAL DESIGN REVIEW
PROCESS GUIDE

This process guide contains the process narrative, submittal checklist, and plan content for Residential Design Review.

1.0 Residential Design Review Package

1.1 Process Narrative

Introduction:

Design review is a two-part process required for all new residential projects. The process is comprised of:

1. Conceptual Design Review- The intent of conceptual design is to ensure that a project's overall site layout is functional within its boundaries and is compatible with the surrounding area. Conceptual design requires review by the Planning and Zoning Commission and approval by Town Council. However, if the site plan substantially conforms an approved Tentative Development Plan (within the past 5 years), the applicant may proceed to final design review.

2. Final Design Review-The intent of final design review is to ensure that a project's final plans are consistent with the conceptual plans approved by Town Council and are consistent with all applicable Zoning Code requirements. Final designs are administratively approved.

The Community Development & Public Works Department (CDPW) is here to assist you with your Residential Design Review applications. Throughout the process, you will be working closely with the Town staff to ensure the efficient processing of your application for development.

Process Overview:

To better understand the approval process for the Town's Residential Design applications, please refer to the table below.

Table of Authority

Submittal Type	Staff Authority	Planning and Zoning Commission	Town Council Authority
Conceptual Site Plan	Review	Recommendation	Final Decision
Conceptual Landscape Plan	Review	Recommendation	Final Decision
Final Site Plan	Approve	No Action	Appeal
Final Landscape and Irrigation Plan	Approve	No Action	Appeal
Native Plant Preservation Plan and Site Resource Inventory*	Approve	No Action	Appeal
Recreation Area Plan (if applicable)	Approve	No Action	Appeal

***May be approved during the conceptual design phase.**

Residential Design Review – Process Description

<u>Step 1</u> – Pre-application Meeting

Applicants must attend a pre-application meeting with the Development Review Committee (DRC) for a preliminary review of their proposed development to discuss the required process and broad issues related to the proposal. Development Review Committee meetings provide applicants with preliminary feedback from Town Staff and outside reviewers. The typical issues discussed at a DRC meeting include the development process, consistency with adopted plans, zoning provisions (i.e. permitted uses, building setbacks, parking requirements, etc.), engineering, fire and building code requirements.

To initiate a pre-application meeting, applicants must submit a written request and preliminary drawings 10 working days prior to the expected meeting date. (Applicants should refer to the Pre-application Conference Process Guide for additional details). The Development Review Committee will send a review letter identifying any broad concerns with the application and the project's development process within 3 working days following the meeting.

IF YOUR SITE PLAN IS IN SUBSTANTIAL CONFORMANCE WITH A REZONING TENTATIVE DEVELOPMENT PLAN APPROVED WITHIN THE LAST 5 YEARS PROCEED TO STEP 7

<u>Step 2</u> – Neighborhood Meeting

Pursuant to Section 22.15 of the Zoning Code, applicants are required to hold at least two neighborhood meetings to provide an opportunity for public participation. The first meeting is an educational session to inform stakeholders of the Town's process and applicable provisions of the Zoning Code and an opportunity for the applicant to present their project and solicit feedback. The second meeting provides an opportunity for the applicant to present a revised plan and address issues and concerns. The Planning and Zoning Administrator may combine the meetings or request additional meetings as needed.

Prior to scheduling the first neighborhood meeting, applicants are required to provide a Public Outreach Plan, in accordance with Section 22.15.D of the Zoning Code, a project fact sheet and any site plans or exhibits intended for the first neighborhood meeting.

Once the neighborhood meeting requirements have been satisfied, the applicant shall generate a Public Outreach Report, in accordance with Section 22.15.E of the Zoning Code, to be submitted with the formal submittal.

<u>Step 3</u> – Formal Submittal

Following the first neighborhood meeting, the applicant may submit a formal Conceptual Design package that includes:

- Conceptual Site Plan
- Conceptual Landscape Plan
- Native Plant Preservation Plan and Site Resource Inventory

If submitting a conceptual site plan in substantial conformance with an approved Tentative Development (within the past five years), the applicant may proceed to Final Design Review (Section 4.0).

To ensure timely review, applicants should review all applicable provisions of the Zoning Code and address the comments of the pre-application review letter.

Step 4 – Staff Review

After receiving a complete application, staff will review the Conceptual Design application in accordance with the applicable provisions of the Zoning Code, engineering standards and other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, staff will prepare a report and a recommendation on the application. The application will be forwarded to the Planning and Zoning Commission for a review.

Step 5 – Planning and Zoning Commission (PZC)

The Conceptual Design application is reviewed by the PZC within 15 working days of receipt of a staff recommendation. The PZC's recommendations and decisions are based on the Design Principles outlined in Sections 22.9 and Design Standards, Addendum "A" of the Zoning Code. Planning and Zoning Commission decisions are subject to an appeal by the Town Council. The applicant is expected to present and answer questions during this meeting.

Step 6 – Town Council Meeting and Decision

The Town Council is the legislative body that makes the final decision to approve, conditionally approve, or deny all Conceptual Design applications. Following PZC recommendation, a staff report is prepared and sent to the Town Council approximately 10 days prior to the Council meeting. The applicant is expected to attend this meeting.

Following the meeting, an action letter is sent to the applicant including any final conditions on the request.

Step 7 – Proceed to Final Design

After receiving an approval from the Town Council, applicants may submit Final Design Plans that addresses any conditions of approval, to CDPW staff for review and approval.

Final Design Review

Step 8- Formal Submittal

Once the conceptual design review process is completed, applicants may submit a formal Final Design Package. Applicants may also submit a formal Final Design Package if the site plan substantially conforms to an approved Tentative Development Plan (within the past 5 years).

To ensure timely review, applicants should review all applicable provisions of the Zoning Code and ensure the submittal is complete.

Step 9- Staff Review

After receiving a complete application, staff will review the Final Design for consistency with the approved conceptual plans and with the applicable provisions of the Zoning Code, engineering standards and all other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, staff may administratively approve the final plans. Administrative approvals are appealable to Town Council.

Step 10- Next Steps

Upon approval of the Final Site Plan, a Final Plat is required. Please refer to the Final Plat Process Guide for more information.

TOWN OF ORO VALLEY
COMMUNITY DEVELOPMENT & PUBLIC WORKS DEPARTMENT
11000 N. LA CAÑADA DRIVE, ORO VALLEY, AZ. 85737
PHONE: (520) 229-4800 FAX: (520) 742-1022
www.orovalleyaz.gov

1.2 GENERAL APPLICATION FORM

Office Use Only
OV Case #: _____

Application Type:

- ❑ Major General Plan Amendment
- ❑ Rezoning/PAD Amendment
- ❑ Planned Area Development
- ❑ Conditional Use Permit
- ❑ Zoning Code Amendment
- ❑ Conceptual Site Plan
- ❑ Conceptual Public Art
- ❑ Conceptual Architecture
- ❑ Final Site Plan
- ❑ Conceptual Landscape Plan
- ❑ Final Plat
- ❑ Pre-Application
- ❑ Zoning Verification
- ❑ Sign Criteria
- ❑ Sign - PAD Exemption
- ❑ Master Sign Program
- ❑ Communication Facility – Tier 1 and 2 Minor
- ❑ Communication Facility – Major
- ❑ Revised Development Plan
- ❑ Other _____

Subject Property Information:

Address: _____ Parcel/Tax Code: _____

Subdivision / Commercial Center Name: _____

Book / Page or Sequence Number: _____ Lot Number(s) _____

Legal Description: _____

Section/Township/Range: _____ Area of Property: _____

Existing Land Use: _____ Proposed Land Use: _____

Applicant Information: * If more than one, attach list

Applicant *:

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Property Owner(s) if different from Applicant *:

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Consultant*: _____ (Discipline)

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Project Description/Narrative*:* *(SEPARATE SHEET PREFERRED)*

I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the Owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other federal, state or local law for which this project may be subject to.

Notice: It is the applicant/owner's responsibility to ensure all private rules and regulations (such as Covenants, Conditions & Restrictions (CC&R's)) of the subdivision and/or commercial center are adhered to. Contact your Home Owners Association or property management to determine applicable requirements.

It is also the applicant's responsibility to coordinate with all outside agencies to secure their acceptance or clearance. Failure to do so may delay issuance of permits. See attached list of agencies.

Applicant's Signature	Print Name	Date

Important Note: All submittals received after 4:00 p.m. will be processed the next day

Submittals will be rejected if:

- Not folded using Pima County fold & collated;
- There are missing items on the checklist unless otherwise approved by Planning and Zoning Administrator or Town Engineer.
- Re-submittals cannot be accepted without a transmittal and a written response to staff comments.

1.3 RESIDENTIAL DESIGN REVIEW PACKAGE – SUBMITTAL CHECKLIST:

All submittal requirements are included herein. Please note additional site specific information may be required.

- ❑ Fees (Refer to the Section 1.4 Fee Schedule of this process guide)
- ❑ Traffic Impact Analysis **(4 copies)**
- ❑ Alternative Parking Analysis (if applicable) **(2 copies)**
- ❑ Public Outreach Report (see Section 1.4 of this process guide) **(2 copies)**
- ❑ Narrative providing a brief description and overview of project **(10 copies)**
- ❑ Letter of Authorization from property owner(s) **(2 copies)**

Submittal Type

Conceptual Design Package-Section 2.0 (check all that apply):

- ❑ Written response to Pre-Application Comment Letter **(6 copies)**
- ❑ Conceptual Site Plan – Size 24”x36” **(10 copies)**
- ❑ Conceptual Landscape Plan – Size 24”x36” **(10 copies)**
- ❑ Native Plant Preservation, Salvage and Mitigation Plan – Size 24”x36” **(2 copies)**
- ❑ Site Resource Inventory – Size 24”x36” **(2 copies)**
- ❑ Preliminary Traffic Impact Statement **(2 copies)**
- ❑ Offsite Drainage Conveyance Letter by downstream property owner **(2 copies)**
- ❑ Electronic version of all submitted items in PDF

Conceptual design plans may be submitted concurrently on an at risk basis. Additional copies will be required prior to the public hearings.

Final Design Package-Section 4.0 (check all that apply)

- ❑ Response to any conditions from Rezoning or Conceptual Site Plan approval
- ❑ Final Site Plan-Size 24” x 36” **(10 copies)**
- ❑ Final Landscape Plan- Size 24” x 36” **(10 copies)**
- ❑ Final Recreation Area Plan, if applicable- Size 24” x 36” **(10 copies)**
- ❑ Riparian Mitigation, if applicable- **(2 copies)**
- ❑ Final Traffic Impact Analysis Report- **(2 copies)**
- ❑ Geological Technical Report-**(2 copies)**
- ❑ Drainage Report- **(2 copies)**
- ❑ Phase 1 Environmental Assessment- **(2 copies)**
- ❑ Title Report, current within 30 days, including Schedule B items with all associated documents- **(2 copies)**
- ❑ Electronic version of all submitted items in PDF

Final design plans may be submitted concurrently on an at risk basis

The following will require additional fees. Please contact the agencies below for additional information.

- ❑ Pima County Wastewater Management - (520) 740-6609
- ❑ Pima County Addressing – (520) 740-6586
- ❑ Arizona State Museum (See Section 3.2 of this process guide) – (520) 621-6320
- ❑ Pima County Department of Environmental Quality – (520) 740-3340
- ❑ Signed notification of potential state or federal issues (see Section 3.1 of this process guide)

Description of Submittal Checklist Items (from Section 1.3)

Following is a description of Public Outreach Report.

Public Outreach Report: As part of the Public Outreach process (Section 22.15.E of the Zoning Code, the Public Outreach Report must include:

a. A list of neighborhood meetings, noting when and where they were held; the number of people that attended; and copies of sign-in sheets.

b. A list of meeting notification methods used.

c. Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.

d. A summary of the issues and concerns that were raised.

e. A list of solutions that were agreed upon.

f. A list of issues that were not resolved, with an explanation of why solutions were not achieved.

Please note, the Oro Valley Zoning Code is available online at: www.codepublishing.com/az/orovalley

1.4 FEE SCHEDULE (REVISED MAY 18, 2011)

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees identified after submittal are due as determined by the Planning and Zoning Administrator (Public Works Director for rights-of-way fees). All fees must be paid prior to the issuance of permits and/or release of assurances. Bond release inspections may be deducted from the appropriate bond if this is part of the language of the bond.

Charges for partial review of any project will be based on the stage of review and staff time already dedicated to the project. The Planning and Zoning Administrator may refund up to 80% of the fee. The Planning and Zoning Administrator may waive fees if an undue hardship has been created by the Town. All other fee waiver requests must be approved by the Town Council. Fees will not be applied to applications or events initiated or sponsored by the Planning and Zoning Commission or Town Council.

GIS fees are charged per development project. For example, GIS fees charged for a rezoning would be credited toward the GIS fees specified for a related development plan and/or plat.

Whenever independent consultant review is provided for in the OVZCR (Golf Course Overlay, Communications facilities, Riparian analysis etc.), the applicant must reimburse the Town for all consultant fees incurred.

Fees related to Residential Conceptual Design Review:

Conceptual Site Plan (up to 2 acres)	$3,500
Each additional developed acre	$90
Natural Open Space	No Charge
Native Plant Preservation Plan Review (up to 2 acres)	$1000
Each additional acre	$60
Final Site Plan (if not included in Conceptual Site Plan fees)	
Final Landscape Plan (up to 2 acres)	$1000
Each additional acre	$60

See the Development Services fee schedule for a complete list of fees.

1.5 RESIDENTIAL DESIGN REVIEW PROCESS FLOW CHART

Site Plan Process	Time*	Purpose
Pre-application Conference	1 Week	• An opportunity to meet with members of the staff Development Review Committee to discuss process, consistency with adopted plans and zoning requirements
If your Site Plan is in conformance with a rezoning Tentative Development Plan approved in the last five years – Proceed to Final Site Plan step		
1st Neighborhood Meeting	3 Weeks	• Required prior to formal submittal, per Code • Staff explains the process and Town requirements • Applicant introduces the proposed project • Community discussion is facilitated
Formal Submittal	Applicant Driven	• Submittal of plans in accordance with Code requirements • Applicant to address any comments or concerns identified during the 1st Neighborhood meeting
Staff Review	4 Week	• Staff distributes copies to all internal/external agencies for review • Staff code compliance letter is provided within 20 working days of a complete submittal
2nd Neighborhood Meeting	3 Weeks	• Applicant presents refined plan and addresses comments or concerns from the 1st neighborhood meeting • Additional meetings may be necessary only if determined necessary by the Planning and Zoning Administrator, per Code
Revised Submittal	Applicant Driven	• Applicant to address staff review comments relative to code compliance • Applicant should also address any remaining comments or concerns from 2nd Neighborhood meeting • Additional revised submittals may be necessary if code issues are not adequately addressed
Staff Review	1 - 4 Weeks	• Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning & Zoning Commission consideration if the proposal is not code compliant
Planning & Zoning Commission	4 Weeks	• A staff report, with any conditions of approval, will be prepared • Staff review focused on conformity with adopted plans, code requirements and any applicable neighborhood mitigation measures • Planning and Zoning Commission provides a recommendation to Town Council
Town Council	4 Weeks	• Staff review focused on conformity with adopted plans, code requirements, neighborhood mitigation measures and the Planning and Zoning Commission recommendation • The deciding body on whether to approve, deny or continue the
Final Site Plan	2 - 4 Weeks	• Review focused on conformity with the approved Tentative Development Plan or Conceptual Site Plan and code requirements • Final Site Plans can be approved administratively
Total Town Processing Time	**20 - 24 weeks – Standard Conceptual Site Plan process** **2 – 4 weeks - Site Plans in conformance with an approved TDP**	

* Typical Town Processing timeframes – actual timeframes may vary and are dependent upon timely applicant submittals.

Created on 9.12.17

For more information see Zoning Code Section 22.9

2.0 RESIDENTIAL CONCEPTUAL DESIGN

2.1 CONCEPTUAL SITE PLAN FORMAT

All Sheets

1. The conceptual site plan must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning Division Manager.

2. The conceptual site plan must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.

3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.

4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.

5. In the lower right corner of each sheet, provide a Title Block which includes:
   a. "Conceptual Site Plan"
   b. Name of development
   c. "Lots ___ through ___ and Common Areas A through_____", if applicable.
   d. Brief legal description, i.e. "Portion of Section_____, T _____S, R_____E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
   e. Scale
   f. Contour interval
   g. Date (revised plans must show date of revision)
   h. Town of Oro Valley case number for this plan
   i. Sheet ____ of ____ (total pages)

6. Reference related Case Numbers (e.g. general plan amendments, rezoning, variance) adjacent to the title block on each sheet.

7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.

8. Show north arrow and scale bar towards the top of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.

9. If the conceptual site plan consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.

10. If the firm name, address and phone number of the registrant who prepared the plan is to be listed on every sheet, then it must be in the lower right hand corner of the page immediately next to the Title Block.

2.2 CONCEPTUAL SITE PLAN CONTENT

All Sheets

1. Town limits must be shown on or immediately adjacent to the project site, where applicable.

2. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.

3. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) must be indicated on all site layout drawings with zoning boundaries clearly defined. Include subdivision name, recording information, lot lines and lot numbers.

4. Addressing:
    a. Provide interior street names, if applicable
    b. All naming and signage of streets shall conform to Pima County's Addressing Ordinance and Policies, Sections 18.83.060 through 18.83.080.

5. Ensure all line types are different and clearly indicated.

6. The development exterior site property boundary line must be delineated with a solid **BOLD** line, which must be the boldest line on the plan.

7. If more than one zone applies, show the zoning boundary line on the plan.

8. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided "See sheet___" on edges of the plan where an abutting sheet depicts more information.

Cover Sheet

9. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
    a. Conceptual Site Plan
    b. Project Name
    c. Oro Valley Case Number (Using format OVXXXX-XX)

10. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
    a. North arrow
    b. Lot lines
    c. Sheet cuts
    d. Circulation
    e. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines and significant land use features such as adjacent parking, etc
    f. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.

11. All required notes in Section 2.3. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.

12. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc) must be Titled and labeled in a font no less than fourteen (0.14") point.

13. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right hand side of the cover sheet, indicating the location of the portion being developed.

14. A legend which depicts and describes all symbols used in the document.

15. List the following on the cover sheet:
    a. The name, mailing and email addresses, and phone number of:
        1. The primary property owner of the site
        2. The developer of the project,
        3. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
    b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines

16. Location Map
    a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
        1. The subject property identified and centered within a one square mile area
        2. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
        3. The section, township and range of the subject development
        4. Labeled section corners
        5. A north arrow and scale

Plan Sheet(s) - Existing Conditions Content

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street, the existing conditions across the street will be provided to a minimum distance of 100 feet.

Existing elements must be indicated in a different line weight than the proposed improvements and labeled or noted to be removed or retained.

17. Existing contours at one foot intervals labeled at a five foot index frequency. Two-foot or five foot contours may be used in special cases. Extend contours 100 feet outside the property line.

18. Existing structures, including:
    a. Existing Building footprint(s) with label height(s) Designate existing use(s) and indicate if vacant or currently being used.
    b. Existing storm drainage facilities (e.g. detention basins, channels, dykes, dams) on and adjacent to the site
    c. Existing traffic control and mitigation facilities and features such as signalization and signage
    d. Existing fences, barriers and walls
    e. Any other miscellaneous structures such as awnings, ramadas, covered parking, etc, that would be present in an aerial photo or survey.

19. Other significant conditions on the site, such as major rock outcrops, ravines, hazardous topography, etc., on and adjacent to the site

20. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
    a. Right-of-Way width
    b. Edge and limits of existing pavement and striping
    c. Street elements such as medians, curbs, sidewalks, and other relevant features
    d. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater.
    e. Street name
    f. Label street as public or private
    g. Traffic control and mitigation features such as signalization and signage

21. Conditions on adjacent land significantly affecting the design of the project such as character and location of adjacent development(s), residential subdivisions, dwellings, etc.

22. The following existing drainage information shall be identified on the concept site plan:
    a. Existing drainage ways, arroyos, washes, ditches, channels, flow and flood mitigation structures, etc., including their existing condition and functionality
    b. Delineate known flood prone areas
    c. Delineate local floodplains with a 100-year discharge greater than or equal to 50 cubic feet per second
    d. Delineate sheet flooding areas with 100-year flood depths greater than or equal to 12 inches
    e. Federally mapped FEMA floodplains and floodways

23. The following information regarding existing utilities must be provided:
    a. The location of water wells
    b. Water pumping plants
    c. Water reservoirs
    d. Indicate by note the direction, distance to, and sizes of water mains and sewer lines

intended to service this project

e. Show all existing TEP facilities within the development and surrounding property and indicate any possible conflicts with the proposed project.

f. Existing utility facilities such as yards, stations and appurtenances that would affect the proposed development

g. Existing utility easements

Plan Sheet(s) - Proposed Conditions Content

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

24. All proposed features shall be delineated in a darker line weight than the existing site information

25. If the project is to be phased, provide all necessary information (e.g. calculations, setbacks, interim drainage, temporary curbing, etc.) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity

26. All proposed lot lines. Metes and bounds property line information is not required on conceptual site plans. Proposed lot lines should be the thickest on the plan and differentiated from existing lot lines by line-type.

27. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (e.g. common area, private street, etc.).

28. Site Elements - Depict the following information:
    a. Proposed fences, barriers and walls along the periphery of the project
    b. All other miscellaneous structures and parking areas associated with the common areas
    c. Locations and types of proposed monument signs (non-traffic related).

29. Zoning Information – Provide the following information on the plan to indicate conformance with both the Town's Zoning Code and/or any overriding PAD regulations:
    a. Graphically depict the building set-back from the property line, with dimensional control
    b. Graphically depict the required Bufferyard(s), with dimensional control
    c. Delineate proposed natural open space areas

30. Site Circulation and Street Information:
    a. Show and label all right-of-way dedications on or abutting the site. If the conceptual site plan has been prepared in conjunction with a subdivision plat or is required as a condition of approval of a review process, such as a rezoning, street dedications in accordance with Oro Valley Town Code Section 7.9 may be required.
    b. Should there be any proposed street or alley vacation, provide this information. If vacation has occurred, include the recording information.
    c. If new streets are being created, whether public or private, they must be designed in accordance with Town of Oro Valley Subdivision and Streets Standards. Indicate if streets are to remain private or are to be dedicated to the public. Provide the names of any proposed streets and include limits of street widths, curbs and sidewalks.
    d. Proposed sidewalks along abutting right-of-way where required

e. Depict on-site pedestrian circulation through the common areas.

f. Depict all access roads and any proposed changes to the existing driveways.

31. Conceptual Grading – Provide schematic level concept grading information on the conceptual site plan. Said information shall consist of:

    a. Locations of graded features such as cut and fill slopes and retaining walls along the periphery of the project. Also identify the pitch of cut and fill slopes (e.g. 1:1, 2:1, 3:1, etc.)

    b. In lieu of spot elevations for general graded areas, proposed conceptual level contours may be provided instead

    c. The level of grading depicted on this plan should be schematic only and may be addressed with approximate proposed topography. Detailed checking of grade for such items as drainage and International Residential Code (IRC) compliance will be verified at the Improvement Plan Stage in the permit process

32. Conceptual Drainage - The following minimum proposed drainage and floodplain information must be delineated on every conceptual site plan:

    a. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, channels, major catch basins and storm sewers)

    b. Graphically identify any proposed changes to existing floodplain(s)

33. Conceptual Traffic – At a minimum, the following proposed traffic control and mitigation information must be delineated on every conceptual site plan:

    a. Delineate any proposed or modified signalization that corresponds to the traffic statement

    b. Delineate proposed off-site road improvements that correspond to the traffic statement

Plan Sheet(s) – Conceptual Landscape Plan

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

34. Show full extent of landscaping, including trees, shrubs, and understory plants. Note: landscaping should be shown by type rather than by specific species on the Conceptual Landscape Plan. The specific species will be shown on the final landscape plan.

    a. Show all water harvesting basins

    b. Dimension and label all required buffer yards

    c. Add general notes, as follows:

        1. Landscape to conform to Oro Valley Landscape Code
        2. Mitigation of surveyed plants in the Native Plan Preservation Plan will be incorporate in the landscape design,
        3. Shrub locations are preliminary

35. Plants in front yards, buffer yards, and common areas that require irrigation may not be established in areas that are shaped in a manner to not enable partial containment of irrigation or rainwater.

2.3 REQUIRED NOTES

General Notes

36. Gross area of development in acres

37. Residential units per acre for residential developments

38. Total miles of new public streets is ____

39. Total miles of new private streets is ____

40. List all applicable General Plan, rezoning, conditional use permit (CUP), final plat or annexation conditions impacting the project. Reference associated Oro Valley case number(s) and include any applicable Pima County case numbers.

41. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.

42. Add the following general note:
    a. "Assurances for water service, site stabilization and landscaping must be posted prior to the issuance of grading permits"

Planning General Notes

43. Provide the maximum allowed building height and the maximum height proposed.

44. If one (1) or more of the following special overlay zones are applicable to the property, add a note stating that the project is designed to meet the specific overlay zone(s) criteria. The note must specify which lots are affected by the overlay zones if there is more than one (1) lot within the site. The zones include the following:
    a. Tangerine Corridor Overlay District (TRCOD)
    b. Oracle Road Scenic Corridor District (ORSCD)
    c. Riparian Habitat Protection Overlay District
    d. Airport Environs Zone
    e. Hillside Development Zone (HDZ)
    f. Golf Course Overlay Zone

45. If applicable, indicate whether the project meets the specific criteria for the General Plan Significant Resource Areas (SRA) and note which lot(s) are affected by the SRA.

46. If applicable, indicate whether the project meets the criteria outlined in Section 27.10, Environmentally Sensitive Lands (ESL), of the Oro Valley Zoning Code Revised (OVZCR) and provide a note identifying all impacted lots and a statement that the project is designed to comply with the regulation.

47. The following categories and figures must be provided:
    a. Total amount of open space required and provided
    b. Total amount of landscaped common areas

c. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location

d. Setbacks required and provided

48. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.

49. Add the following general notes:

a. "Existing Zoning is _____"

b. "All signage and lighting to be addressed as part of a separate review and approval process"

Engineering General Notes

50. Indicate the design speed and design vehicle to be used in street design.

51. Add the following general notes:

a. "All new public roads within and adjacent to this project will be constructed in accordance with approved plans. Separate public improvement and construction plans will be submitted to the Town Engineer's office for review and approval"

b. "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public"

Oro Valley Water Utility General Notes

52. Add the following general notes:

a. "This development must comply with the Oro Valley Water Utility Specifications Manual during all phases of construction"

b. "This project will be served by Oro Valley Water Utility which has been designated as having an assured 100 year water supply by the Director of Water Resources. Any and all wells must be abandoned per ADWR regulations"

c. "A line extension agreement must be in place prior to any work on the water infrastructure for this project begins"

d. If located within Oro Valley Water jurisdiction add the following note:

"Oro Valley Water Utility will be the water service provider"

General Utility General Notes

53. If applicable, add the following general note:

a. "Should an easement be in conflict with any proposed building location, vacation of the easement is to occur prior to issuance of building permits"

Golder Ranch Fire General Notes

54. Add the following general notes:

a. "Fire hydrants connected to an approved water supply of 1500 GPM for fire protection

must be installed and in service prior to combustible material delivery to the site. Temporary construction office trailers are considered combustible material"

b. "Approved fire apparatus access roads must be installed and in service prior to combustible material delivery to the site"

c. "Automatic fire sprinklers are required in all newly constructed commercial buildings. Residential fire sprinklers are required in a newly constructed home of 3600 square feet or less when the required fire flow of 1000gpm is not within 600 feet of the home. Homes of 3601+ square feet shall be provided with residential fire sprinklers when the required fire flow prescribed by IFC Table B105.1 is not available within 600 feet of the home. All homes, regardless of size, within a subdivision of 30 lots or more shall be provided with residential fire sprinklers when there is only one fire apparatus access point available to the subdivision."

d. "Temporary street signs must be installed at each street intersection when construction of new roadways allows passage of vehicles. All structures under construction must be clearly identified with an approved address"

e. "The installation of traffic control signaling devices and/or electrically operated gates on fire apparatus access roads shall include preemptive control equipment compatible with the fire department's existing system"

Parks and Recreation General Notes

55. If applicable, add the following general note:

    a. "Trail easement is a "permanent non-motorized public recreation easement" that is granted to the Town"

Permitting Division - Building Codes

56. Add the following general notes:

    a. "The following codes and standards shall be applicable to this development:"

        - 2012 International Building Codes with Local Amendments
        - 2011 National Electrical Code
        - 2010 ADA Standards for Accessible Design
        - Golder Ranch Fire District Standards and Forms
        - 2012 Town of Oro Valley Pool Code
        - PAG Standard Specifications and Details for Public Improvements
        - 2010 Town of Oro Valley Drainage Criteria Manual
        - 2004 Town of Oro Valley Subdivision Street Standards and Policies Manual
        - Town of Oro Valley Zoning Code, Current Revised
        - Oro Valley Town Code, Current Revised

3.0 NATIVE PLANT PRESERVATION AND SITE RESOURCE INVENTORY

The identification, salvage, and mitigation of protected native plants shall be consistent with the standards and tables found in Section 27.6.B of the Zoning Code.

1. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
    a. Planning and Zoning Administrator

Plan Sheets

The following information on the proposed project must be shown on the drawing.

1. An aerial map of the subject property clearly depicting all significant features.
2. In a darker line weight show all locations and footprints of all proposed structures, roadways and sidewalks/paths.
3. All Significant Vegetation, as defined in Section 27.6.B of the Zoning Code, clearly identified with an asterisk.
4. All Native Plants listed in Addendum C, Table C-1 and Table C-2 of the Zoning Code, which are being disturbed due to development. The inventory shall apply to the entire site.
5. All inventoried plants must be identified by an individual number and symbol representing whether the plant is to be preserved in place, transplanted on site, or removed from site.
6. Indicate location of temporary nursery.

Inventory Sheets

1. Provide an inventory of, and specifications for, the proposed treatment of all protected native plants. The inventory should be provided in a table format, categorized by plant type or number, similar to the table provided below:

Botanical Name	Common Name	Significant Vegetation	Height (feet)	Caliper (inches)	Number	Tag	Treatment	Reason
Prosopis Velutina	Velvet Mesquite	Yes	15	13	787	White	Preserved in Place	-
Acacia greggii	Catclaw Acacia	No	6	3	498	Red	Removed from site	Damaged

2. A reason must be provided in the table above for any protected native plant that meets the salvage criteria in Section 27.6.B.4.c Determination of Transplantability, which is scheduled for removal from site.

3.1 REQUIRED NOTES

General Notes

1. Gross area of development in acres
2. Total acres of graded area
3. Total acres of undisturbed area
4. List all applicable General Plan, rezoning, conditional use permit (CUP), or annexation conditions and associated case number impacting the project, including any applicable Pima County case numbers.
5. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
6. List the tag colors representing plants scheduled to be:
    a. Preserved in Place
    b. Transplanted on-site
    c. Removed from site
7. “Any spaded or boxed tree transplanted on site that dies due to neglect or lack of maintenance shall be replaced with the same size and species of the original salvaged tree, as required by the salvage plan.”
8. “No salvage of plants regulated by the Endangered Species Act and/or the Arizona Native Plant Law may occur without the issuance of the appropriate permit by the State Department of Agriculture.”
9. “Salvage of operations shall not commence until the Zoning inspector has performed an inspection and given approval to be salvaged.”
10. “Temporary nursery shall be in conformance with Section 27.6.B.4.j.”
11. “Mitigation of Significant Vegetation shall be in accordance with Table 27-1 Mitigation of Significant Vegetation”
12. “Any plant that meets the salvage criteria in Section 27.6.B.4 shall be preserved in place or transplanted on-site. Any plants that meet the salvage criteria that are destroyed shall be replaced on a one-to-one ratio of the same species and size as that destroyed. Five understory plants from the supplemental Arizona Department of Water Quality native plant list will be planted for every mitigated tree.”
13. “The limits of grading shall be staked in the field, in accordance with Section 27.6.B.7.c.ii. Disturbance outside the approved grading limits shall not be permitted.”
14. List the following Significant Vegetation information:
    a. Total amount present on-site (square feet)
    b. Total amount being disturbed (square feet)
    c. Total percentage disturbed.

15. Provide a Significant Vegetation Mitigation Table, similar to the table listed below, for all significant vegetation not scheduled to remain in place.

Number Removed	Name	Mitigation Ratio*	Replacement Plants	Understory Required
2	Velvet Mesquite	2:1	4	20
10	Blue Palo Verde	2:1	20	100

* Based on Table 27-1 and total percentage of significant vegetation disturbance

16. Provide a Native Plant Summary Table, similar to the table listed below, for all protected native plants:

Botanical Name	Common Name	Transplant	Remove from site	Preserve in Place	Total per Plant
Acacia Constricta	Whitethorn Acacia	12	48	96	146
Carnegiea Gigantea	Saguaro	2	0	40	42

3.0 SUPPLEMENTARY DOCUMENTS

3.1 ADDITIONAL NOTIFICATION

In addition to the Town of Oro Valley (the "Town"), there may be other jurisdictions affecting development of this property. If a property developer waits until late in the development process to contact other pertinent governmental agencies or bodies, additional expense and time in coordination, redesign and development may be a result. Examples of other governmental agencies and/or bodies that may have overlapping jurisdiction over this property include but are not limited to the following:

Federal: The United States Department of the Interior, Fish and Wildlife Service is responsible for Endangered Species Act compliance, etc. Please note, habitat has been designated with the Town.

U.S Fish and Wildlife Field Division
2321 W. Royal Palm Rd., Suite 103
Phoenix, AZ 85021-4951
Phone (602) 640-2720 Fax (602) 620-2730

The United States Corps of Engineers: This agency is responsible for management of jurisdictional waters, etc. Section 404 consultations may be required on properties that contain washes.

U.S. Army Corps of Engineers
5205 E. Comanche
Davis Monthan AFB
Tucson, AZ 85707
Phone (520) 584-4486 Fax (520) 584-4497

State: Arizona Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

ADEQ
1110 W. Washington Street
Phoenix, AZ 85007
(602) 771-2300

County: Pima County Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

PDEQ
201 N. Stone Avenue, 2nd Floor
Tucson, AZ 85701
(520) 740-6520

Please be advised, issuance of a permit **DOES NOT,** nor should it be construed, to imply compliance with Federal, State or County regulations. If you have any questions concerning your responsibilities under federal law, please contact the applicable agency.

APPLICANT NAME: _____
CONTACT PHONE AND ADDRESS: _____
SITE LOCATION: _____
PROPOSED USE: _____

_____ _____
Applicant Signature Date

Case/File Number _____

3.2 ARCHAEOLOGICAL RECORDS OFFICE PROCEDURES

The ASM Archaeological Records Office is open 10am - 3pm M-F to authorized users by appointment ONLY. Call (520) 621-4011 or email azsite@email.arizona.edu to arrange a research visit. Your appointment must be confirmed. First-time users are required to complete the ASM Archaeological Records Use Agreement form. Cultural Resource analysis must be conducted by a Cultural Resource Professional selected from the Town's list of on-call Cultural Resource Professionals listed below:

- Desert Archaeology, Inc.
- Statistical Research, Inc.
- William Self Associates, Inc.
- Tierra Right-of-Way Services, Ltd.
- Logan Simpson Design, Inc.
- Westland Resources, Inc.

By law, the ASM is the repository for archaeological information gathered from sites and surveys on state, county, or municipal land. By agreement with the Bureau of Land Management (BLM), the ASM is the public repository for sites on BLM lands. Therefore, when planning to work on state, county, municipal, or BLM lands, always complete a search of the records maintained at the ASM Archaeological Records Office to obtain information on previous work in the area. In addition, the Archaeological Records Office retains many records for compliance work done on federal lands besides the BLM, but it is usually necessary to check relevant U.S. Forest Service (USFS) or National Park Service (NPS) offices to ensure a thorough file search.

If the project area is expected to contain standing historic structures (such as buildings, bridges, dams, etc.) you will also consult the Cultural Resource Inventory at the SHPO (602-542-4009).

Researchers may search the archaeological records themselves or may request that Records Office staff perform the search. On request, the staff will photocopy site cards, reports, and other records.

Archaeological Records Fees

Records Access	No charge
Records Search	**$100.00 minimum*** *additional fees may apply
Photocopying	$0.50 / page
FAX charges	3 pages free, Thereafter $1.00/page

Permit Fees

AAA Blanket Permit	No charge
AAA Project-Specific Permit	No charge
Review and Process Project-Specific Permit (<5 working days)	$500.00
Records Management / Repository Agreement	No charge
Project Registration Fee (survey/non-site monitoring)	**$85.00 minimum** $20 / person field-day

Make checks payable to The University of Arizona

4.0 RESIDENTIAL FINAL DESIGN

4.1 FORMAT FOR ALL FINAL DESIGN PLANS

All Sheets

1. The Final Site Plan must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning and Zoning Administrator.

2. The Final Site Plan must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.

3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.

4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.

5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:

    a. "Final Site Plan

    b. Name of development

    c. "Lots ___ through ___ and Common Areas A through_____", if applicable.

    d. Brief legal description, i.e. "Portion of Section_____, T _____S, R_____E, G&SRB&M, Town of Oro Valley, Pima County, Arizona

    e. Scale

    f. Contour interval

    g. Date (revised plans must show date of revision)

    h. Town of Oro Valley case number

    i. Sheet ____ of ____ (total pages)

6. Reference all Case Numbers related to this plan (e.g. general plan amendments, rezoning, variance) adjacent to the title block on each sheet.

7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.

8. Show north arrow and bar scale in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.

9. If the Final Site Plan consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.

10. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
    a. Town Clerk
    b. Planning and Zoning Administrator
    c. Town Engineer
    d. Oro Valley Water Utility Director

Existing Conditions

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street the existing conditions across the street will be provided to a minimum distance of 100 feet.

11. Existing contours at one foot intervals labeled at a five foot index frequency. Two- or five-foot contours may be used in special cases. Extend contours 100 feet outside the property line.

12. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
    a. ROW width and recording information
    b. Edge and limits of existing pavement and striping.
    c. Street elements such as medians, curbs, sidewalks, and other relevant features.
    d. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater.
    e. Street name
    f. Label street as public or private
    g. Traffic control and mitigation facilities and features, such as signalization and signage.
    h. Utility locations

13. All existing easements shall be drawn on the plan with a dashed line and include recording information, width and purpose. Label each as existing public, private or specific (e.g. Tucson Electric Power, Southwest Gas). Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or has been abandoned, so indicate. However, should the easement be in conflict with any proposed building location, vacation of the easement must occur prior to approval of plan unless written permission from easement holder(s) is provided.

14. Other significant conditions on the site, such as major rock outcrops, ravines, topography, etc. on and adjacent to the site.

15. Identify any Environmentally Sensitive Lands (ESL) resources located on the site.

16. Conditions on adjacent land significantly affecting the design of the project, such as the character and location of adjacent development, i.e. residential subdivisions, dwellings, etc.

17. The following existing drainage information shall be identified on the Final Site Plan:
    a. Federally mapped FEMA floodways and floodplains
    b. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds
    c. Depth of flow in all existing channels, depth of inlet headwater for all drainage structures
    d. Depth and extent of ponding in existing detention basins
    e. Depth and extent of ponding in existing water harvesting areas
    f. Pre-developed 100 year flow quantities (Q_{100}) at all concentration points crossing site property boundaries or at structure outlet(s)

18. The following information regarding existing utilities must be provided:

a. Sanitary and storm sewers, including invert elevations of all manholes and cleanouts. Show the existing sewer lines with thinner, or shaded, lines to distinguish them from the proposed sewer lines

b. The Pima County Wastewater Management Department (PCWMD) reference number

c. The location of gas lines, electric and telephone lines, poles and communications cables

d. On-ground junction boxes, and street lights

e. If water mains and sewers are not located on or adjacent to the tract, indicate by note the direction, distance to, and sizes of those nearest the property intended to service the project.

19. Identify the locations of all utilities and service equipment immediately adjacent to the project.

20. The following ***existing*** water infrastructure information must be indicated on the Final Site Plan:

    a. Existing mains indicated with lighter dashed lines

    b. Connection points identified. NOTE: Systems shall be looped

    c. Hydrant locations

21. Show the location of all post boxes and monument type signs.

Proposed Conditions Content

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

22. All pad elevations, building finished floor elevations and building envelopes for each lot.

23. Provide the following information for proposed private or public streets and right-of way (ROW) adjacent to or within the site:

    a. Proposed ROW width(s)

    b. Edge and limits of proposed pavement and striping

    c. Proposed street elements such as medians, curbs, sidewalks, and other relevant features

    d. Label all streets as public or private

    e. Proposed traffic control and mitigation facilities and features, such as signalization and signage

    f. Utility locations

24. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.

25. The following specifications must be provided:

    a. Site wall and retaining wall specifications, including dimensions, materials, and proposed design and decorative features.

    b. Pedestrian circulation and crosswalk paving specifications, including size and type of

paver, and proposed design.

c. Bicycle parking specifications for both Class 1 and 2 facilities, including details of proposed parking structures.

26. Show sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.

27. Preliminary Grading – Provide schematic level concept grading information on the Final Site Plan. Said information shall consist of:

    a. Proposed approximate building finished floor elevations

    b. Sufficient spot elevations to establish overall site drainage patterns (i.e.: spot grades at drainage break points)

    c. Sufficient spot elevations to verify conformance to Zoning Code cut and fill elevation allowances as well as conformance to the Town's Subdivision Street Standards. Said spot elevations shall be provided at:

    d. All PAAL and street intersections

    e. Internal grade breaks including top and bottom of cut & fill slopes and retaining walls. Also identify the pitch of cut and fill slopes (e.g. 1:1, 2:1, 3:1, etc)

    f. Beginning and discharge inverts of drainage swales and channels, as well as identifying slope of conveyance

    g. Inlet and outlet inverts of drainage structures

    h. In lieu spot elevations for general graded areas, proposed schematic level contours may be provided instead

    i. This level of grading should be schematic only, 10 to 20% of construction level of detail. Detailed checking of grade for such items as ADA and IBC compliance will be verified at the improvement plan stage in the permit process

28. The following minimum proposed drainage and floodplain information must be delineated on every Final Site Plan:

    a. 100-year floodplains with a discharge greater than or equal to 50 cfs.

    b. Sheet flooding areas with flood depths greater than or equal to one (1') foot post developed condition.

    c. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, catch basins and storm sewers), flow arrows, lot drainage pattern type and grading breakpoints.

    d. All main and sub watershed boundaries per the drainage report.

    e. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds.

    f. Depth of flow in all proposed channels, depth of inlet headwater for all drainage structures.

    g. Depth and extent of ponding in proposed detention basins.

    h. Depth and extent of ponding in proposed water harvesting areas.

    i. Post developed 100 year flow quantities (Q_{100}) at all drainage structure inlet points, entering and leaving across the site property lines, within all channels and at basin outlet(s).

    j. Placement of proposed safety and barricading structures/measures as well as

maintenance access features.

k. Demonstrate that both International Residential Code (IRC) and International Building Code (IBC) drainage section requirements are being met by spot elevations, drainage typical details, flow arrows, falling slope away from structures and local channel placement with corresponding slope(s).

29. The following sanitary sewer information must be indicated on the Final Site Plan:
    a. Preliminary sewer layout, including points of connection to existing sewers, proposed invert elevations at all manhole locations.
    b. Delineate if sanitary sewer is public or private. All private sewers must be constructed to public specification
    c. The proposed invert elevations for the ends of all culverts, storm sewers, or other underground structures near, or that cross, the existing and proposed public or private sewer lines

30. The following proposed water infrastructure information must be indicated on the Final Site Plan:
    a. Proposed mains shown within easements and indicated with a darker solid lines. No pipe sizing, fittings or any other appurtenances to be shown. Easements are to be by separate instrument and submitted to the OVWU during the review process of the Water Improvement Plan
    b. Hydrant locations
    c. Meters shown. If the Final Site Plan is platted, each lot must be metered separately. If a building has one meter and it will be subdivided, explain the billing arrangement. The OVWU is not responsible for individual complaints which are resultant from a subdivided bill
    d. Provide the maximum possible separation from sewer mains and dry utilities
    e. Identify if the development is dependent on an offsite main being constructed and who the responsible party is for the installation of this main

31. Utility easements when necessary, shall cross 100 year flood limits at right angles or as near right angles as possible.

32. List and delineate on the plan any new proposed easements that will be needed.

33. For common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (i.e. common area, private street), that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.

34. On-site pedestrian circulation network, including proposed sidewalks/multi-use paths along abutting right-of-way.

35. Indicate extent of proposed paving on the site in light shading.

36. The following general note shall be added for properties located within the La Cholla Airport Environs Zone:

    a. "All prospective buyers of lots within this subdivision shall be informed of the presence and activity of the La Cholla Airpark, a private airport located (insert direction such as north, south, west or east) of the project. All perspective buyers shall be informed that low flying aircrafts may be a nuisance."

37. List any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.

Engineering General Notes

38. Basis of Elevation (based on published datum), including identification and elevation of additional benchmark(s) used.

39. Add the following general notes:

    a. "Materials within sight visibility triangles must be placed so as not to interfere with a visibility plane described by two horizontal lines located thirty (30) inches and seventy two (72) inches above finished grade of the roadway surface"

    b. "Final Site Plans and Improvement Plan must be approved prior to the issuance of any permits by the Town Engineer and/or Building Official"

    c. "All weather access must be provided to all lots within the subdivision"

Drainage General Notes

NOTE: A complete Hydraulic and Hydrologic Drainage Report, prepared by a professional engineer must be submitted and approved prior to approval of the Final Site Plan. The scope and detail of this report must be commensurate with the complexity of the drainage involved.

40. Add the following general notes:

    a. "All drainage ways will be constructed according to approved plans prior to the issuance of any permits form the Town Engineer and/or Building Official for parcels affected." Affected parcels must be specifically identified either by number in note or by outline on the development plan.

    b. "Drainage must be collected and released from a proposed development at the locations and in the manner existing prior to development."

    c. "Drainage ways must be provided where necessary to carry drainage flows through or from the development and such drainage ways must be dedicated and maintained by property owners or property owners association."

    d. "Drainage ways must be designed to not discharge onto paved streets, easements or parking areas."

    e. "Parking areas must not be used as detention basins."

    f. If applicable, list the following notes and complete the blanks.

    g. "The following lots are affected by the Town of Oro Valley Floodplain Regulations: _____." (List the lots affected by lot number)

    h. "A floodplain use permit and/or finished floor elevation certificates are required for the following lot(s) _____." (List the lots affected by lot number)

Oro Valley Water General Notes

41. Add the following general notes:

    a. “Water infrastructure as represented on this plan is for informational purposes only. A separate water improvement plan must be submitted to the Oro Valley Water Utility (OVWU) for technical review and compliance with applicable statutes, codes and specifications. Additional water infrastructure may be deemed necessary upon review of the Water Improvement Plan.”

    b. “Oro Valley Water Utility shall be the water provider”

4.3 FINAL LANDSCAPE AND IRRIGATION PLAN CONTENT

1. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
    a. Planning and Zoning Administrator

Existing Conditions

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street the existing conditions across the street will be provided to a minimum distance of 100 feet.

2. Delineate all existing vegetative areas that shall be preserved.

3. Existing contours at 1-foot intervals labeled frequently. Two-foot or 5-foot contours may be used in special cases. Extend contours 100 feet outside the property line.

4. For existing streets adjacent to the project, show the following information:
    a. Label street as public or private
    b. Street name
    c. Utility locations

5. All existing easements shall be drawn on the plan with a dashed line, and recording information, widths and purposes must be included. Label each as existing public, private or specific (i.e. Tucson Electric Power, Southwest Gas). If the easement is not in use and/or proposed for release, so indicate. Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate.

6. Provide the following information for proposed private or public streets and right-of-way adjacent to or within the site:
    a. Proposed ROW width(s)
    b. Edge and limits of proposed pavement and striping
    c. Proposed street elements such as medians, curbs, sidewalks, and other relevant features
    d. Label all streets as public or private
    e. Proposed traffic control and mitigation facilities and features, such as signalization and signage
    f. Utility locations

7. Existing sidewalks along abutting right-of-way.

8. Sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.

9. Existing storm drainage facilities (i.e. detention basins, dykes, dams) on and adjacent to the site.

10. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc., indicated in a different line weight than the proposed improvements and labeled to be removed or retained.

11. Conditions on adjacent land significantly affecting the design of the project, such as the approximate direction and gradients of ground slope; character and location of adjacent development and drainage ways, arroyos, ditches, and channels, including their existing conditions.

12. The locations and footprints of all existing structures. Label heights, dimensions and uses within the building footprint.

13. The following information regarding existing utilities must be provided:
    a. Location and size of water wells
    b. Water pumping plants
    c. Water reservoirs
    d. Water lines
    e. Fire hydrants
    f. Sanitary and storm sewers, including the pipe diameter and all manholes and cleanouts. Show the existing sewer lines with thinner, or shaded, lines to distinguish them from the proposed sewer lines.
    g. Location of gas lines, electric and telephone lines, poles and communications cables.
    h. On-ground junction boxes, and street lights.

14. Identify the locations of all utilities and service equipment immediately adjacent to the project.

15. The following existing water infrastructure information must be indicated:
    a. Existing mains indicated with lighter dashed lines
    b. Hydrant locations
    c. Meters shown

Proposed Conditions

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

16. Detailed schedule of planting information in table format with legend that includes: (see sample table below)
    a. Identification by botanical and common name
    b. Quantity and size of each plant included in design
    c. Water use type for each plant type based on OVZCR Addendum C, Table C-3, Oro

Valley Approved Plant List, “Needs” column

d. “Annual use in gallons” for each plant type at maturity based on the Arizona Department of Water Resources “ADWR Low Water Use/Drought Tolerant Plant List for Irrigation Efficiency,” for assistance contact your

e. Based on ADWR values for each plant type, calculate the total monthly and annual plant water use required for all each specified plant materials at maturity.

f. Total values for monthly and annual water use (gallons) required for all specified plant material

Example of Plant Material Schedule

Col. 1 *Botanical Name*	***Col. 2*** *Common Name*	***Col. 3*** *Quantity*	***Col. 4*** *Size*	***Col. 5*** *Water Use Type (“Needs”)*	***Col. 6*** *ADWR Annual Use at Maturity (Gal).*	***Col. 7*** *Annual Water Use (Gal) (= Col 3 x Col. 6)*	***Col. 8*** *Monthly Water Use (Gal) (= Col. 7 / 12)*
Agave Americana	Century Plant	12	5 gal	1-2	405	4,860	405
Dasylirion wheeleri	Desert Spoon	30	5 gal	1	110	3,300	275
Lysiloma Thornberi	Feather Bush	4	5 gal	2-3	5,702	22,808	1,900
Prosopis Velutina	Velvet Mesquite	10	24” box	2	5,702	57,020	4,751
TOTAL water at maturity						**87,988**	**7,332**

17. For common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (i.e. common area, private street), that will have separate restrictions, a separate homeowners’ association, or any common area that is separated by a public right-of-way.

18. Proposed landscape design including buffer yards, walls, screens, and re-vegetation plans; sidewalks, trails and recreation areas; and parking, building, patio, and courtyard areas.

    g. Individual plant types shall be represented by standards and symbols that depict the variety of plants included in the landscape design.

19. **For residential subdivisions with mass graded front lots:** provide a separate landscape plan for each applicable grading scheme.

20. Indicate areas of proposed undisturbed open space with existing plants to be preserved in place.

21. Indicate re-vegetated areas, with salvaged plants and new plant materials clearly identified.

22. Note proposed treatment of all ground surfaces, including specifications for organic or inorganic mulch.

23. Cross section details for shrub and tree planting and staking.

24. Label screen walls, note height, and provide cross-section detail.

25. Elevations and layout of proposed entry features (monument walls, etc.) including dimensions and location of each.

26. Proposed types, methods, and location of slope stabilization.

27. Table for each buffer yard that indicates buffer yard type, width/length, and number of required and provided trees, shrubs and accent plants.

28. Fact sheet for approval of all plants not included in Town's approved plant list.

29. For master development plans, a master landscape palette is required as part of first phase.

30. In a darker line weight, show the locations and footprints of all proposed structures. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.

31. All proposed lot lines.

32. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary landscape improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.

33. On-site pedestrian circulation network, including proposed sidewalks along abutting right-of-way.

34. Indicate extent of proposed paving on the site in light shading.

35. Location of postal service.

36. Locations and types of proposed monument signs.

37. Any encroachment into the 100 year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.

38. Highlight and label any area of encroachment into riparian habitat protection overlay district.

39. The following sanitary sewer information must be indicated:
    a. Preliminary sewer layout, including points of connection to existing sewers, all manhole locations, size of pipe, and proposed flow-thru locations, must be shown if applicable.

40. The following proposed water infrastructure information must be indicated:
    a. Proposed mains shown within easements and indicated with a darker solid lines.
    b. Hydrant locations
    c. Meters shown

41. List and delineate on the plan any new proposed easements that will be needed.

42. All access roads and any proposed changes to existing driveways.

Irrigation Plan Sheets

43. Existing and proposed sidewalks, roadways, pavement, curbs, walls, and parking areas (lighter line weight).

44. Existing and proposed storm drainage facilities.

45. Existing and proposed buildings, patios, and any other structures.

46. Existing and proposed water lines.

47. Graphically depict details and location of system for underground, automatic irrigation to all landscaped areas in plan with legend, including:
    a. Drip irrigation, low flow bubblers, or similar components
    b. Self timing devices
    c. Meter locations
    d. Areas where irrigation will be discontinued after five years.

48. Irrigation Plan must also include:
    a. Irrigation valve, pipe and emitter schedule
    b. Specifications for irrigation system tubing, such as polyvinyl chloride (PVC)
    c. Inspection schedule for irrigation system

49. Irrigation system shall be designed to be site-specific, reflecting plant type, soil type, infiltration rates, slopes and prevailing wind directions.

50. Provide an equipment control schedule for all components of the irrigation control system.

51. If desert landscaping is used which will ultimately rely on natural water sources, a temporary drip irrigation system shall be employed until such time as the plant materials are sustained by natural water sources.

52. Provide Landscape Water Plan in table format (see example below) on Landscape Plan and in Microsoft Excel file, and include:
    a. Water use reduction schedule in accordance with OVZCR Section 27.6.D.3.e. and f., that begins implementation three (3) years after issuance of the first certificate of occupancy.
    b. The total values for monthly and annual irrigation water use (gallons) that are indicated in the Plant Material Schedule on the landscape plan must be incorporated.
    c. Phased reduction plan shown by month, so that by the end of three years, the “Total water at maturity” value is achieved. By the end of five years, the amount of metered irrigation water used at the site must be fifty (50%) percent of the ADWR “Total water use at maturity” value.
    d. As part of the reduction plan, the amount of irrigation water received by plants in buffers, medians, and ROWs must equal zero at five (5) years.
    e. Delineation of project phases, if applicable, and associated water use for each phase.
    f. Landscape Water Plan should include monthly irrigation values for years 4 and 5. The values should reflect a gradual decrease in irrigation from the end of year 3 to the end of year 5. Seasonal variation in irrigation needs should also be incorporated.

EXAMPLE OF A LANDSCAPE WATER PLAN[1]

Landscape Water Plan											
Winter		Spring			Summer	Monsoon				Winter	
Month											
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Year 3: Continue to increase irrigation water use as needed as plants mature up to, but not exceeding, 100% ADWR value by end of year. (average monthly water use = 7332 gal/month)											
7,000	7,500	7,900	8,500	8,700	8,700	6,000	6,000	6,800	7,332	7,100	6,900
						TOTAL (100% ADWR = 87,998 gal/year)					**81,632**
Year 4: Begin gradually decreasing irrigation to buffer, median, and ROW areas in order to reach zero irrigation in those areas by end of year 5. (to reach 75% ADWR by end of year, average monthly water use = 5,500 gal/month)											
6,700	6,500	6,300	6,500	7,000	7,000	3,500	3,500	4,100	4,700	4,600	4,100
						TOTAL (75% ADWR = 65,991 gal/year)					**65,000**
Year 5: Continue decreasing irrigation to buffer, median, and ROW areas. By end of year 5, irrigation to buffer, median, and ROW areas must be zero, and total amount of water used at site must meet 50% of ADWR maturity value. (average monthly water use = 3,666 gal/month)											
4,000	4,000	4,100	4,200	4,500	4,500	2,000	2,000	2,500	3,666	3,500	3,500
						TOTAL (50% ADWR = 43,991 gal/year)					**42,466**

[1] *This irrigation reduction schedule is provided for illustrative purposes. The exact irrigation reduction schedule should be developed by the project landscape designer for the particular site.*

53. Provide an irrigation control schedule that demonstrates compliance with the required landscape water plan. A sample table is provided below:

Year	Days	Frequency	Time	Total Water*
3	M,W,F	4	45	81,632 gal
4	M,W,F	3	45	65,000 gal
5	M,W,F	1	45	42,466 gal

* must match Total Water from Landscape Water Plan

General Notes

54. Gross area of development in acres

55. Total acres of graded area

56. Total acres of undisturbed area

57. Total amount of open space required and provided (as defined in Chapter 31, Definitions)

58. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location. A bufferyard table may also be used.

59. Required building setbacks along each perimeter property line.

60. Classification of each perimeter street abutting the property and type and width of street buffer yards provided.

61. List all applicable General Plan, rezoning, conditional use permit (CUP), or annexation conditions and associated case number impacting the project, including any applicable Pima County case numbers.

62. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.

63. "Assurances for landscaping and re-vegetation bonds must be posted prior to issuance of grading permits."

64. "Property owner shall maintain buffer yard plantings to ensure unobstructed visibility to motorists. All shrubs, accents, and groundcovers shall not exceed thirty (30") inches in height within site visibility triangles. Trees within site visibility triangles will be maintained to ensure that branches/foliage is not below a height of six (6') feet."

65. "In the event of abandonment of the site after grading/disturbance of natural areas, disturbed areas shall be re-vegetated with a non-irrigated hydro seed mix from OVZCR Addendum D: Approved revegetation seed mix."

66. "All plant material shall meet the minimum standards contained in the current editions of the Arizona Nursery Association's Growers Committee Recommended Tree Specifications and the American Association of Nurserymen as to size, condition and appearance."

67. "Property owner is responsible for maintaining the temporary irrigation system as long as necessary in order to transition plants over to natural sources. Any plant materials that die in transition, for any reason, shall be replaced in accordance with Sec. 27.6.E.4., Maintenance."

68. "Any spaded or boxed tree transplanted on site that dies due to neglect or lack of maintenance shall be replaced with the same size and species of the original salvaged tree, as required by the salvage plan."

69. "The limits of grading shall be staked in the field, in accordance with Section 27.6.B.7.c.ii of the Zoning Code. Disturbance outside the approved grading limits shall not be permitted."

70. "The developer shall replace removed or damaged plant materials with like size and species, and shall maintain and guarantee (in accordance with Section 26.6.C and I) the replacement of plant materials for a period of three (3) years."

71. "No salvage of plants regulated by the Endangered Species Act and/or the Arizona Native Plant Law may occur without the issuance of the appropriate permit by the State Department of Agriculture."

72. "Landscape materials shall not obstruct sight distances or vehicle turning movements."

73. "Landscaped areas that are susceptible to damage by pedestrian or auto traffic shall be protected by appropriate curbs, tree guards or other devices."

74. "Landscape shall be designed to minimize sediment, sand and gravel being carried into the streets from storm water or other runoff."

75. "Landscape plan enables adequate plant spacing to ensure survivability at plant maturity."

76. "Deep rooted vegetation and trees shall not be planted closer than 7.5' from a public water line. Exceptions for alternative design solutions such as root barriers shall be considered on a case by case basis."

77. Curb-way consisting of inorganic groundcover or plants not to exceed type 2 water use shall be provided between curb and all sidewalks."

78. "All landscaped areas to be finished with a natural topping material to a depth of at least two (2)

79. If one (1) or more of the following special overlay zones are applicable to the property, add a note stating that the project is designed to meet the specific overlay zone(s) criteria. If there is more than one (1) lot within the site, the note must specify which lots are affected by the overlay zones. The zones include the following:

    g. Tangerine Corridor Overlay District (TRCOD)

    h. Oracle Road Scenic Corridor Overlay District (ORSCOD)

    i. Riparian Habitat Protection Overlay District

    j. Airport Environs Overlay Zone

    k. Hillside Development Zone (HDZ)

    l. Golf Course Overlay Zone

80. Contractor notes should be located at back of plan. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.

Irrigation General Notes

81. Irrigation and/or watering plans shall meet the minimum standards of the American Society of Irrigation Consultants.

82. The property owner is responsible for maintaining the temporary system as long as necessary in order to transition plants over to natural sources. Any plant materials that die in transition, for any reason, shall be replaced in accordance with Sec. 27.6.E.4., Maintenance.

83. Irrigation systems connected to potable water mains (public or private) shall be equipped with backflow preventers.

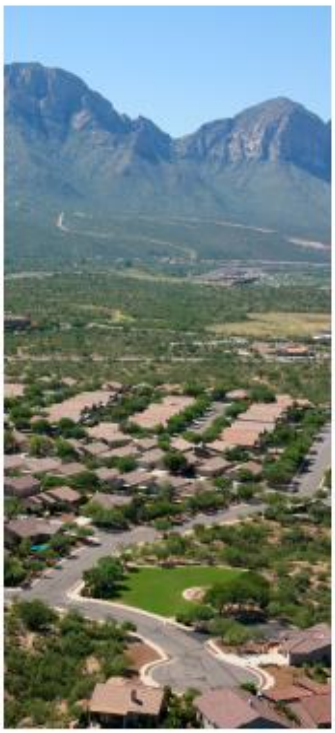
84. The annual water use for a project shall not exceed the annual landscape water plan.

85. Irrigation meter readings shall be used to determine compliance with the landscape water plan. Non-compliance is subject to penalties under Oro Valley Town Code.

86. Meter readings shall be taken, at a minimum, on an annual basis. Monthly readings may be required, at the discretion of the Planning and Zoning Administrator, in order to address non-compliance with the Water Plan.

87. An initial meter reading shall be taken prior to the issuance of the certificate of occupancy and recorded for reference as part of the water plan.

88. Irrigation water shall not leave the landscaped areas and flow onto roads, parking areas or sidewalks



Oro Valley

COMMERICAL DESIGN REVIEW GUIDE

ORO VALLEY
COMMERCIAL DESIGN REVIEW
PROCESS GUIDE

This process guide contains the process narrative, submittal checklist, and plan content for Commercial Design Review. Each of these items will be reviewed by the Planning and Zoning Commission (PZC) who then make a recommendation to the Town Council.

1.0 COMMERCIAL DESIGN REVIEW PACKAGE

1.1 Process Narrative

Introduction:
Design review is a two-part process required for all new commercial projects. The process is comprised of:

1. Conceptual Design Review- The intent of conceptual design is to ensure that a project's overall site layout is functional within its boundaries and is compatible with the surrounding area. Conceptual design requires review by the Planning and Zoning Commission and approval by Town Council. However, if the site plan substantially conforms an approved Tentative Development Plan (within the past 5 years), the applicant may proceed to final design review.

2. Final Design Review-The intent of final design review is to ensure that a project's final plans are consistent with the conceptual plans approved by Town Council and are consistent with all applicable Zoning Code requirements. Final designs are administratively approved.

The Community and Economic Development Department is here to assist you with your Design Review applications. Throughout the process, you will be working closely with the Town staff to ensure the efficient processing of your application for development.

Process Overview:
To better understand the approval process for the Town's Commercial Design applications, please refer to the table below.

Table of Authority

Submittal Type	Staff Authority	Planning and Zoning Commission	Town Council Authority
Conceptual Site Plan	Review	Recommendation	Final Decision
Conceptual Landscape Plan	Review	Recommendation	Final Decision
Final Site Plan	Approve	No Action	Appeal
Final Landscape and Irrigation Plan	Approve	No Action	Appeal
Final Rainwater Harvesting Plan	Approve	No Action	Appeal
Native Plant Preservation Plan and Site Resource Inventory*	Approve	No Action	Appeal

***May be approved during the conceptual design phase.**

Commercial Design Review – Process Description

Step 1 – Pre-application Meeting

Applicants must attend a pre-application meeting with the Development Review Committee (DRC) for a preliminary review of their proposed development to discuss the required process and broad issues related to the proposal. Development Review Committee meetings provide applicants with preliminary feedback from Town Staff and outside reviewers. The typical issues discussed at a DRC meeting include the development process, consistency with adopted plans, zoning provisions (i.e. permitted uses, building setbacks, parking requirements, etc.), engineering, fire and building code requirements.

To initiate a pre-application meeting, applicants must submit a written request and preliminary drawings 10 working days prior to the expected meeting date. (Applicants should refer to the Pre-application Conference Process Guide for additional details). The Development Review Committee will send a review letter identifying any broad concerns with the application and the project's development process within 3 working days following the meeting.

IF YOUR SITE PLAN IS IN SUBSTANTIAL CONFORMANCE WITH A REZONING TENTATIVE DEVELOPMENT PLAN APPROVED WITHIN THE LAST 5 YEARS PROCEED TO STEP 7

Step 2 – Neighborhood Meeting

Pursuant to Section 22.15 of the Zoning Code, applicants are required to hold at least two neighborhood meetings to provide an opportunity for public participation. The first meeting is an educational session to inform stakeholders of the Town's process and applicable provisions of the Zoning Code and an opportunity for the applicant to present their project and solicit feedback. The second meeting provides an opportunity for the applicant to present a revised plan and address issues and concerns. The Planning and Zoning Administrator may combine the meetings or request additional meetings as needed.

Prior to scheduling the first neighborhood meeting, applicants are required to provide a Public Outreach Plan, in accordance with Section 22.15.D of the Zoning Code, a project fact sheet and any site plans or exhibits intended for the first neighborhood meeting.

Once the neighborhood meeting requirements have been satisfied, the applicant shall generate a Public Outreach Report, in accordance with Section 22.15.E of the Zoning Code, to be submitted with the formal submittal.

Step 3 – Formal Submittal

Following the first neighborhood meeting, the applicant may submit a formal Conceptual Design package that includes:

- Conceptual Site Plan
- Conceptual Landscape Plan
- Conceptual Public Art (see Public Art Process Guide for more information)
- Conceptual Architecture (see Commercial Architecture Process Guide for more information)

- Native Plant Preservation Plan and Site Resource Inventory

If submitting a site plan in substantial conformance with an approved Tentative Development (within the past five years), may proceed to Final Design Review (Step 7 and Section 4.0).

To ensure timely review, applicants should review all applicable provisions of the Zoning Code and address the comments of the pre-application review letter.

Step 4 – Staff Review

After receiving a complete application, staff will review the Conceptual Design application in accordance with the applicable provisions of the Zoning Code, engineering standards and other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, staff will prepare a report and a recommendation on the application. The application will be forwarded to the Planning and Zoning Commission for a review.

Step 5 – Planning and Zoning Commission (PZC)

The Conceptual Design application is reviewed by the PZC within 15 working days of receipt of a staff recommendation. The PZC's recommendations and decisions are based on the Design Principles outlined in Sections 22.9 and Design Standards, Addendum "A" of the Zoning Code. Planning and Zoning Commission decisions are subject to an appeal by the Town Council. The applicant is expected to present and answer questions during this meeting.

Step 6 – Town Council Meeting and Decision

The Town Council is the legislative body that makes the final decision to approve, conditionally approve, or deny all Conceptual Design applications. Following PZC recommendation, a staff report is prepared and sent to the Town Council approximately 10 days prior to the Council meeting. The applicant is expected to attend this meeting.

Following the meeting, an action letter is sent to the applicant including any final conditions on the request.

Step 7 – Proceed to Final Design

After receiving an approval from the Town Council, applicants may submit Final Design Plans that addresses any conditions of approval, to CED staff for review and approval. Applicants may also submit a formal Final Design Package if the site plan substantially conforms to an approved Tentative Development Plan (within the past 5 years).

A final design package includes:

- Final Site Plan
- Final Landscape and Irrigation Plan
- Final Rainwater Harvesting Plan
- Final Architecture (see Commercial Architecture process guide for additional information)
- Public Art (see Public Art process guide for additional information)

To ensure timely review, applicants should review all applicable provisions of the Zoning Code and ensure the submittal is complete.

Step 8- Staff Review

After receiving a complete application, staff will review the Final Design for consistency with the approved conceptual plans and with the applicable provisions of the Zoning Code, engineering standards and all other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, staff may administratively approve the final plans. Administrative approvals are appealable to Town Council.

Step 9- Next Steps

Upon approval, all associated final design plans must be processed with Pima County Addressing for annotation. Once completed, provide the original and an electronic PDF version of all the approved plans to the Town.

A Final Plat may be required. Please refer to the Final Plat Process Guide for more information.

TOWN OF ORO VALLEY
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
11000 N. LA CAÑADA DRIVE, ORO VALLEY, AZ. 85737
PHONE: (520) 229-4800 FAX: (520) 742-1022
www.orovalleyaz.gov

1.2 GENERAL APPLICATION FORM

Office Use Only
OV Case #: _____

Application Type:

- ❑ Major General Plan Amendment
- ❑ Rezoning/PAD Amendment
- ❑ Planned Area Development
- ❑ Conditional Use Permit
- ❑ Zoning Code Amendment
- ❑ Conceptual Site Plan
- ❑ Conceptual Public Art
- ❑ Conceptual Architecture
- ❑ Final Site Plan
- ❑ Conceptual Landscape Plan
- ❑ Final Plat
- ❑ Pre-Application
- ❑ Zoning Verification
- ❑ Sign Criteria
- ❑ Sign - PAD Exemption
- ❑ Master Sign Program
- ❑ Communication Facility – Tier 1 and 2 Minor
- ❑ Communication Facility – Major
- ❑ Revised Development Plan
- 1. Other _____

Subject Property Information:

Address: _____ Parcel/Tax Code: _____

Subdivision / Commercial Center Name: _____

Book / Page or Sequence Number: _____ Lot Number(s) _____

Legal Description: _____

Section/Township/Range: _____ Area of Property: _____

Existing Land Use: _____ Proposed Land Use: _____

Applicant Information: * If more than one, attach list

Applicant *:

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Property Owner(s) if different from Applicant *:

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Consultant*: _____ (Discipline)

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Project Description/Narrative*:* *(SEPARATE SHEET PREFERRED)*

I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the Owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other federal, state or local law for which this project may be subject to.

Notice: It is the applicant/owner's responsibility to ensure all private rules and regulations (such as Covenants, Conditions & Restrictions (CC&R's)) of the subdivision and/or commercial center are adhered to. Contact your Home Owners Association or property management to determine applicable requirements.

It is also the applicant's responsibility to coordinate with all outside agencies to secure their acceptance or clearance. Failure to do so may delay issuance of permits. See attached list of agencies.

Applicant's Signature	Print Name	Date

Important Note: All submittals received after 4:00 p.m. will be processed the next day

Submittals will be rejected if:

- Not folded using Pima County fold & collated;
- There are missing items on the checklist unless otherwise approved by Planning and Zoning Administrator or Town Engineer.
- Re-submittals cannot be accepted without a transmittal and a written response to staff comments.

1.3 COMMERCIAL DESIGN REVIEW PACKAGE – SUBMITTAL CHECKLIST:

All submittal requirements are included herein. Please note additional site specific information may be required.

- ❑ Fees (Refer to Section 1.5 Fee Schedule of this process guide)
- ❑ Public Outreach Report (see Section 1.4 of this process guide) **(2 copies)**
- ❑ Narrative providing a brief description and overview of project **(10 copies)**
- ❑ Letter of Authorization from property owner(s) **(2 copies)**

Submittal Type

Conceptual Design Package-Section 2.0 (check all that apply):

- ❑ Written response to Pre-Application Comment Letter **(6 copies)**
- ❑ Conceptual Site Plan – Size 24"x36" **(10 copies)**
- ❑ Alternative Parking Analysis (if applicable) **(2 copies)**
- ❑ Conceptual Landscape Plan – Size 24"x36" **(10 copies)**
- ❑ Native Plant Preservation, Salvage and Mitigation Plan – Size 24"x36" **(2 copies)**
- ❑ Site Resource Inventory – Size 24"x36" **(2 copies)**
- ❑ Riparian Mitigation, if applicable– Size 24"x36" **(2 copies)**
- ❑ Preliminary Traffic Impact Statement **(2 copies)**
- ❑ Preliminary Drainage Assessment (to include existing floodplains, drainage patterns and/or any drainage issues that may impact the project)- **(2 copies)**
- ❑ Electronic version of all submitted items in PDF (vector preferred)

Supplementary Documents- Section 3.0 (check all that apply)

- ❑ Additional Notification **(1 copy)**
- ❑ Archeological Records Office **(2 copies)**

Final Design Package-Section 4.0 (check all that apply)

- ❑ Response to any conditions from Rezoning or Conceptual Site Plan approval
- ❑ Final Site Plan*-Size 24" x 36" **(10 copies)**
- ❑ Final Landscape Plan- Size 24" x 36" **(10 copies)**
- ❑ Final Rainwater Harvesting Plan- Size 24" x 36" **(3 copies)**
- ❑ Traffic Impact Analysis Report- **(2 copies)**
- ❑ Geological Technical Report-**(2 copies)**
- ❑ Drainage Report- **(2 copies)**
- ❑ Title Report, current within 30 days, including Schedule B items with all associated documents - **(2 copies)**
- ❑ Electronic version of all submitted items in PDF (vector preferred)

*Final site plans may be combined with improvement plans on an at risk basis

The following will require additional fees. Please contact the agencies below for additional information.

- ❑ Pima County Wastewater Management - (520) 740-6609
- ❑ Pima County Addressing – (520) 740-6586
- ❑ Arizona State Museum (See Section 3.2 of this process guide) – (520) 621-6320

- ❑ Pima County Department of Environmental Quality – (520) 740-3340
- ❑ Signed notification of potential state or federal issues (see Section 3.1 of this process guide)

1.4 PUBLIC OUTREACH REPORT

As part of the Public Outreach process (Section 22.15.E of the Zoning Code, the Public Outreach Report must include:

1. A list of neighborhood meetings, noting when and where they were held; the number of people that attended; and copies of sign-in sheets.

2. A list of meeting notification methods used.

3. Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.

4. A summary of the issues and concerns that were raised.

5. A list of solutions that were agreed upon.

6. A list of issues that were not resolved, with an explanation of why solutions were not achieved.

Please note, the Oro Valley Zoning Code is available online at: www.codepublishing.com/az/orovalley

1.5 FEE SCHEDULE (REVISED MAY 18, 2011)

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees identified after submittal are due as determined by the Planning and Zoning Administrator (Public Works Director for rights-of-way fees). All fees must be paid prior to the issuance of permits and/or release of assurances. Bond release inspections may be deducted from the appropriate bond if this is part of the language of the bond.

Charges for partial review of any project will be based on the stage of review and staff time already dedicated to the project. The Planning and Zoning Administrator may refund up to 80% of the fee. The Planning and Zoning Administrator may waive fees if an undue hardship has been created by the Town. All other fee waiver requests must be approved by the Town Council. Fees will not be applied to applications or events initiated or sponsored by the Planning and Zoning Commission or Town Council.

GIS fees are charged per development project. For example, GIS fees charged for a rezoning would be credited toward the GIS fees specified for a related development plan and/or plat.

Whenever independent consultant review is provided for in the OVZCR (Golf Course Overlay, Communications facilities, Riparian analysis etc.), the applicant must reimburse the Town for all consultant fees incurred.

Fees related to Commercial Conceptual Design Review:

Conceptual Site Plan (up to 2 acres)	$3,500
Each additional developed acre	$90
Natural Open Space	No Charge
Native Plant Preservation Plan Review (up to 2 acres)	$1000
Each additional acre	$60
Final Site Plan (if not included in Conceptual Site Plan fees)	
Final Landscape Plan (up to 2 acres)	$1000
Each additional acre	$60

See the Development Services fee schedule for a complete list of fees.

1.6 COMMERCIAL CONCEPTUAL DESIGN REVIEW PROCESS FLOW CHART

Site Plan Process	Time*	Purpose
Pre-application Conference	1 Week	• An opportunity to meet with members of the staff Development Review Committee to discuss process, consistency with adopted plans and zoning requirements
If your Site Plan is in conformance with a rezoning Tentative Development Plan approved in the last five years – Proceed to Final Site Plan step		
1st Neighborhood Meeting	3 Weeks	• Required prior to formal submittal, per Code • Staff explains the process and Town requirements • Applicant introduces the proposed project • Community discussion is facilitated
Formal Submittal	Applicant Driven	• Submittal of plans in accordance with Code requirements • Applicant to address any comments or concerns identified during the 1st Neighborhood meeting
Staff Review	4 Week	• Staff distributes copies to all internal/external agencies for review • Staff code compliance letter is provided within 20 working days of a complete submittal
2nd Neighborhood Meeting	3 Weeks	• Applicant presents refined plan and addresses comments or concerns from the 1st neighborhood meeting • Additional meetings may be necessary only if determined necessary by the Planning and Zoning Administrator, per Code
Revised Submittal	Applicant Driven	• Applicant to address staff review comments relative to code compliance • Applicant should also address any remaining comments or concerns from 2nd Neighborhood meeting • Additional revised submittals may be necessary if code issues are not adequately addressed
Staff Review	1 - 4 Weeks	• Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning & Zoning Commission consideration if the proposal is not code compliant
Planning & Zoning Commission	4 Weeks	• A staff report, with any conditions of approval, will be prepared • Staff review focused on conformity with adopted plans, code requirements and any applicable neighborhood mitigation measures • Planning and Zoning Commission provides a recommendation to Town Council
Town Council	4 Weeks	• Staff review focused on conformity with adopted plans, code requirements, neighborhood mitigation measures and the Planning and Zoning Commission recommendation • The deciding body on whether to approve, deny or continue the
Final Site Plan	2 - 4 Weeks	• Review focused on conformity with the approved Tentative Development Plan or Conceptual Site Plan and code requirements • Final Site Plans can be approved administratively
Total Town Processing Time	**20 - 24 weeks – Standard Conceptual Site Plan process** **2 – 4 weeks - Site Plans in conformance with an approved TDP**	

* Typical Town Processing timeframes – actual timeframes may vary and are dependent upon timely applicant submittals.

Created on 9.12.17

For more information see Zoning Code Section 22.9

1.7 COMMERCIAL FINAL DESIGN REVIEW PROCESS FLOW CHART

Final Design Process	Time*	Purpose
Formal Submittal	Applicant Driven	• Submittal of plans in accordance with Code requirements • Applicant to address any comments or concerns identified during the pre-application conference.
Staff Review	4 Weeks	• Staff distributes copies to all internal agencies for review • Staff code compliance letter is provided within 20 working days of a complete submittal
Revised Submittal	Applicant Driven	• Applicant to address staff review comments relative to code compliance • Additional revised submittals may be necessary if code issues are not adequately addressed
Staff Approval	1-4 Weeks	• Staff will approve once code compliant.
Recordation	Applicant Driven	• Applicant is responsible for recording approved plans with Pima County Addressing Office. • A PDF of the recorded documents must be submitted to Town staff.

Total Town Processing Time **5-8 weeks**

* Typical time frames – actual time frames may vary and are dependent upon timely applicant submittals.

Created on 10.03.17

For more information see Zoning Code Section 22.9

2.0 CONCEPTUAL DESIGN SUBMITTAL PACKAGE

2.1 PLAN FORMAT

All Sheets

1. Conceptual plans must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning Division Manager.

2. Conceptual plans must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.

3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.

4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.

5. In the lower right corner of each sheet, provide a Title Block which includes:
    a. Type of plan (i.e. Conceptual Site Plan)
    b. Name of development
    c. Lots ___ through ___ and Common Areas A through_____", if applicable.
    d. Brief legal description, i.e. "Portion of Section_____, T _____S, R_____E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
    e. Scale
    f. Contour interval
    g. Date (revised plans must show date of revision)
    h. Town of Oro Valley case number for this plan
    i. Sheet ____ of ____ (total pages)

6. Reference related Case Numbers (e.g. general plan amendments, rezoning, variance) adjacent to the title block on each sheet.

7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.

8. Show north arrow and scale bar towards the top of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.

9. If the plan consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.

10. If the firm name, address and phone number of the registrant who prepared the plan is to be listed on every sheet, then it must be in the lower right hand corner of the page immediately next to the Title Block.

2.2 CONCEPTUAL SITE PLAN CONTENT

All Sheets

1. Town limits must be shown on or immediately adjacent to the project site, where applicable.

2. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.

3. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) must be indicated on all site layout drawings with zoning boundaries clearly defined. Include subdivision name, recording information, lot lines and lot numbers.

4. Addressing:
    a. Provide interior street names, if applicable
    b. All naming and signage of streets shall conform to Pima County's Addressing Ordinance and Policies, Sections 18.83.060 through 18.83.080.

5. Ensure all line types are different and clearly indicated.

6. The development exterior site property boundary line must be delineated with a solid BOLD line, which must be the boldest line on the plan.

7. If more than one zone applies, show the zoning boundary line on the plan.

8. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided "See sheet___" on edges of the plan where an abutting sheet depicts more information.

Cover Sheet

9. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
    a. Conceptual Site Plan
    b. Project Name
    c. Oro Valley Case Number (Using format OVXXXX-XX)

10. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
    a. North arrow
    b. Lot lines
    c. Sheet cuts
    d. Circulation
    e. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines and significant land use features such as adjacent parking, etc.
    f. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.

11. All required notes in Section 2.2.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.

12. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc.) must be Titled and labeled in a font no less than fourteen (0.14") point

13. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right hand side of the cover sheet, indicating the location of the portion being developed.

14. A legend which depicts and describes all symbols used in the document.

15. List the following on the cover sheet:
    a. The name, mailing and email addresses, and phone number of:
        1. The primary property owner of the site
        2. The developer of the project,
        3. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
    b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines

16. Location Map
    a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
        1. The subject property identified and centered within a one square mile area
        2. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
        3. The section, township and range of the subject development
        4. Labeled section corners
        5. A north arrow and scale

Plan Sheet(s) - Existing Conditions Content

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street, the existing conditions across the street will be provided to a minimum distance of 100 feet.

Existing elements must be indicated in a different line weight than the proposed improvements and labeled or noted to be removed or retained.

17. Existing contours at one foot intervals labeled at a five foot index frequency. Two-foot or five foot contours may be used in special cases. Extend contours 100 feet outside the property line.

18. Existing structures, including:

a. Existing Building footprint(s) with label height(s) Designate existing use(s) and indicate if vacant or currently being used.

b. Existing storm drainage facilities (e.g. detention basins, channels, dykes, dams) on and adjacent to the site

c. Existing traffic control and mitigation facilities and features such as signalization and signage

d. Existing fences, barriers and walls

e. Any other miscellaneous structures such as awnings, ramadas, covered parking, etc, that would be present in an aerial photo or survey.

19. Other significant conditions on the site, such as major rock outcrops, ravines, hazardous topography, etc., on and adjacent to the site

20. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:

    a. Right-of-Way width

    b. Edge and limits of existing pavement and striping

    c. Street elements such as medians, curbs, sidewalks, and other relevant features

    d. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater

    e. Street name

    f. Label street as public or private

    g. Traffic control and mitigation features such as signalization and signage

21. Conditions on adjacent land significantly affecting the design of the project such as character and location of adjacent development(s), residential subdivisions, dwellings, etc.

22. The following existing drainage information shall be identified on the concept site plan:

    a. Existing drainage ways, arroyos, washes, ditches, channels, flow and flood mitigation structures, etc., including their existing condition and functionality

    b. Delineate known flood prone areas

    c. Delineate local floodplains with a 100-year discharge greater than or equal to 50 cubic feet per second

    d. Delineate sheet flooding areas with 100-year flood depths greater than or equal to 12 inches

    e. Federally mapped FEMA floodplains and floodways

23. The following information regarding existing utilities must be provided:

    a. The location of water wells

    b. Water pumping plants

    c. Water reservoirs

    d. Indicate by note the direction, distance to, and sizes of water mains and sewer lines intended to service this project

e. Show all existing TEP facilities within the development and surrounding property and indicate any possible conflicts with the proposed project.

f. Existing utility facilities such as yards, stations and appurtenances that would affect the proposed development

g. Existing utility easements

Plan Sheet(s) - Proposed Conditions Content

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

1. All proposed features shall be delineated in a darker line weight than the existing site information.

2. If the project is to be phased, provide all necessary information (e.g. calculations, setbacks, interim drainage, temporary curbing, etc.) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity.

3. All proposed lot lines. Metes and bounds property line information is not required on conceptual site plans. Proposed lot lines should be the thickest on the plan and differentiated from existing lot lines by line-type.

4. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (e.g. common area, private street, etc.).

5. Site Elements - Depict the following information:
    a. Proposed fences, barriers and walls along the periphery of the project
    b. All other miscellaneous structures and parking areas associated with the common areas
    c. Locations and types of proposed monument signs (non-traffic related).
6. Zoning Information – Provide the following information on the plan to indicate conformance with both the Town's Zoning Code and/or any overriding PAD regulations:
    a. Graphically depict the building set-back from the property line, with dimensional control
    b. Graphically depict the required Bufferyard(s), with dimensional control
    c. Delineate proposed natural open space areas
7. Site Circulation and Street Information:
    a. Show and label all right-of-way dedications on or abutting the site. If the conceptual site plan has been prepared in conjunction with a subdivision plat or is required as a condition of approval of a review process, such as a rezoning, street dedications in accordance with Oro Valley Town Code Section 7.9 may be required.
    b. Should there be any proposed street or alley vacation, provide this information. If vacation has occurred, include the recording information.
    c. If new streets are being created, whether public or private, they must be designed in accordance with Town of Oro Valley Subdivision and Streets Standards. Indicate if streets are to remain private or are to be dedicated to the public. Provide the

names of any proposed streets and include limits of street widths, curbs and sidewalks.

d. Proposed sidewalks along abutting right-of-way where required

e. Depict on-site pedestrian circulation through the common areas.

f. Depict all access roads and any proposed changes to the existing driveways.

8. Conceptual Grading – Provide schematic level concept grading information on the conceptual site plan. Said information shall consist of:

    a. Locations of graded features such as cut and fill slopes and retaining walls along the periphery of the project. Also identify the pitch of cut and fill slopes (e.g. 1:1, 2:1, 3:1, etc.)

    b. In lieu of spot elevations for general graded areas, proposed conceptual level contours may be provided instead

    c. The level of grading depicted on this plan should be schematic only and may be addressed with approximate proposed topography. Detailed checking of grade for such items as drainage and International Building Code (IBC) compliance will be verified at the Improvement Plan Stage in the permit process

9. Conceptual Drainage - The following minimum proposed drainage and floodplain information must be delineated on every conceptual site plan:

    a. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, channels, major catch basins and storm sewers)

    b. Graphically identify any proposed changes to existing floodplain(s)

10. Conceptual Traffic – At a minimum, the following proposed traffic control and mitigation information must be delineated on every conceptual site plan:

    a. Delineate any proposed or modified signalization that corresponds to the traffic statement

    b. Delineate proposed off-site road improvements that correspond to the traffic statement

2.2.1 CONCEPTUAL SITE PLAN REQUIRED NOTES

1. Gross area of development in acres

2. Total miles of new public streets is ____.

3. Total miles of new private streets is ____.

4. List all applicable General Plan, rezoning, conditional use permit (CUP), final plat or annexation conditions impacting the project. Reference associated Oro Valley case number(s) and include any applicable Pima County case numbers.

5. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.

6. Add the following general note:
    a. “Assurances for water service, site stabilization and landscaping must be posted prior to the issuance of grading permits”

Planning General Notes

1. Provide the maximum allowed building height and the maximum height proposed.

2. If one (1) or more of the following special overlay zones are applicable to the property, add a note stating that the project is designed to meet the specific overlay zone(s) criteria. The note must specify which lots are affected by the overlay zones if there is more than one (1) lot within the site. The zones include the following:
    a. Tangerine Corridor Overlay District (TRCOD)
    b. Oracle Road Scenic Corridor District (ORSCD)
    c. Riparian Habitat Protection Overlay District
    d. Airport Environs Zone
    e. Hillside Development Zone (HDZ)
    f. Golf Course Overlay Zone

3. If applicable, indicate whether the project meets the specific criteria for the General Plan Significant Resource Areas (SRA) and note which lot(s) are affected by the SRA.

4. If applicable, indicate whether the project meets the criteria outlined in Section 27.10, Environmentally Sensitive Lands (ESL), of the Oro Valley Zoning Code Revised (OVZCR) and provide a note identifying all impacted lots and a statement that the project is designed to comply with the regulation.

5. If applicable, indicate whether the project will be developed in phases. Clearly define what each phase of development includes.

6. The following categories and figures must be provided:
    a. Total amount of open space required and provided
    b. Total amount of landscaped common areas

7. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location

8. Setbacks required and provided.

9. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.

10. Add the following general notes:
    a. "Existing Zoning is _____"
    b. "All signage and lighting to be addressed as part of a separate review and approval process"

Engineering General Notes

1. Indicate the design speed and design vehicle to be used in street design.

2. Add the following general notes:
    a. "All new public roads within and adjacent to this project will be constructed in accordance with approved plans. Separate public improvement and construction plans will be submitted to the Town Engineer's office for review and approval"

b. "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public"

Oro Valley Water Utility General Notes

1. Add the following general notes:
    a. "This development must comply with the Oro Valley Water Utility Specifications Manual during all phases of construction"
    b. "This project will be served by Oro Valley Water Utility which has been designated as having an assured 100 year water supply by the Director of Water Resources. Any and all wells must be abandoned per ADWR regulations"
    c. "A line extension agreement must be in place prior to any work on the water infrastructure for this project begins"

2. If located within Oro Valley Water jurisdiction add the following note:
    a. "Oro Valley Water Utility will be the water service provider"

General Utility General Notes

1. If applicable, add the following general note:
    a. "Should an easement be in conflict with any proposed building location, vacation of the easement is to occur prior to issuance of building permits"

Golder Ranch Fire General Notes

1. Add the following general notes:
    a. "Fire hydrants connected to an approved water supply of 1500 GPM for fire protection must be installed and in service prior to combustible material delivery to the site. Temporary construction office trailers are considered combustible material"
    b. "Approved fire apparatus access roads must be installed and in service prior to combustible material delivery to the site"
    c. "Automatic fire sprinklers are required in all newly constructed commercial buildings."
    d. "Temporary street signs must be installed at each street intersection when construction of new roadways allows passage of vehicles. All structures under construction must be clearly identified with an approved address"
    e. "The installation of traffic control signaling devices and/or electrically operated gates on fire apparatus access roads shall include preemptive control equipment compatible with the fire department's existing system"

Parks and Recreation General Notes

1. If applicable, add the following general note:
    a. "Trail easement is a "permanent non-motorized public recreation easement" that is granted to the Town"

Permitting Division - Building Codes

1. Add the following general notes:
    a. "The following codes and standards shall be applicable to this development:"
        - International Building Codes with Local Amendments
        - National Electrical Code

- ADA Standards for Accessible Design
- Golder Ranch Fire District Standards and Forms
- Town of Oro Valley Pool Code
- PAG Standard Specifications and Details for Public Improvements
- Town of Oro Valley Drainage Criteria Manual
- Town of Oro Valley Subdivision Street Standards and Policies Manual
- Town of Oro Valley Zoning Code, Current Revised
- Oro Valley Town Code, Current Revised

2.3 CONCEPTUAL LANDSCAPE PLAN CONTENT

Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
    a. Conceptual Landscape Plan
    b. Project Name
    c. Oro Valley Case Number (Using format OVXXXX-XX)

2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
    a. North arrow
    b. Lot lines
    c. Sheet cuts
    d. Circulation

3. All required notes in Section 2.3.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.

4. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc) must be Titled and labeled in a font no less than fourteen (0.14") point.

5. A legend which depicts and describes all symbols used in the document.

6. List the following on the cover sheet:
    a. The name, mailing and email addresses, and phone number of:
        i. The primary property owner of the site
        ii. The developer of the project,
        iii. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
    b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines

7. Location Map
    a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
    b. The subject property identified and centered within a one square mile area
    c. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
    d. The section, township and range of the subject development
    e. Labeled section corners

8. A north arrow and scale

Plan Sheet(s)

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

1. Show full extent of landscaping, including trees, shrubs, and understory plants. Note: landscaping should be shown by type rather than by specific species on the Conceptual Landscape Plan. The specific species will be shown on the final landscape plan.
2. Show all water harvesting basins
3. Dimension and label all required buffer yards
4. Plants in front yards, buffer yards, and common areas that require irrigation may not be established in areas that are shaped in a manner to not enable partial containment of irrigation or rainwater.

2.3.1 LANDSCAPE PLAN REQUIRED GENERAL NOTES

1. Gross area of development in acres
2. Total acres of graded area
3. Total acres of undisturbed area
4. Total amount of open space required and provided (as defined in Chapter 31, Definitions)
5. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location. A bufferyard table may also be used.
6. Required building setbacks along each perimeter property line.
7. Classification of each perimeter street abutting the property and type and width of street buffer yards provided.
8. List all applicable General Plan, rezoning, conditional use permit (CUP), or annexation conditions and associated case number impacting the project, including any applicable Pima County case numbers.
9. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
10. “Landscape to conform to Oro Valley Landscape Code”
11. “Mitigation of surveyed plants in the Native Plan Preservation Plan will be incorporated in the landscape design.”
12. “Shrub locations are preliminary”

2.4 NATIVE PLANT PRESERVATION AND SITE RESOURCE INVENTORY PLAN CONTENT

The identification, salvage, and mitigation of protected native plants shall be consistent with the standards and tables found in Section 27.6.B of the Zoning Code.

Cover Sheet

The following information on the proposed project must be shown on the drawing.

1. All required General Notes in Section 2.4.1.

2. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
    a. Planning and Zoning Administrator

3. An aerial map of the subject property clearly depicting all significant features.

4. In a darker line weight show all locations and footprints of all proposed structures, roadways and sidewalks/paths.

5. All Significant Vegetation, as defined in Section 27.6.B of the Zoning Code, clearly identified with an asterisk. Additional sheet(s) with aerials showing only significant vegetation may be required.

6. All Native Plants listed in Addendum C, Table C-1 of the Zoning Code, which are being disturbed due to development. The inventory shall apply to the entire site. Additional sheet(s) may be necessary.

7. All inventoried plants must be identified by an individual number and symbol representing whether the plant is to be preserved in place, transplanted on site, or removed from site.

8. Indicate location of temporary nursery, if applicable. Transplanting to permanent locations is the preferred method.

Inventory Sheets

1. Provide an inventory of, and specifications for, the proposed treatment of all protected native plants. The inventory should be provided in a table format, categorized by plant type or number, similar to the table provided below:

Botanical Name	Common Name	Significant Vegetation	Height (feet)	Caliper (inches)	Number	Tag	Treatment	Reason
Prosopis Velutina	Velvet Mesquite	Yes	15	13	787	White	Preserved in Place	-
Acacia greggii	Catclaw Acacia	No	6	3	498	Red	Removed from site	Damaged

2. A reason must be provided in the table above for any protected native plant that meets the salvage criteria in Section 27.6.B.4.c Determination of Transplantability, which is scheduled for removal from site.

2.4.1 NATIVE PLANT PRESERVATION PLAN REQUIRED NOTES

1. Gross area of development.
2. Total acres of graded area
3. Total acres of undisturbed area
4. List all applicable General Plan, rezoning, conditional use permit (CUP), or annexation conditions and associated case number impacting the project, including any applicable Pima County case numbers.
5. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
6. List the tag colors representing plants scheduled to be:
    a. Preserved in Place
    b. Transplanted on-site
    c. Removed from site
7. “Any spaded or boxed tree transplanted on site that dies due to neglect or lack of maintenance shall be replaced with the same size and species of the original salvaged tree, as required by the salvage plan.”
8. “No salvage of plants regulated by the Endangered Species Act and/or the Arizona Native Plant Law may occur without the issuance of the appropriate permit by the State Department of Agriculture.”
9. “Salvage of operations shall not commence until the Zoning inspector has performed an inspection and given approval to be salvaged.”
10. “Temporary nursery shall be in conformance with Section 27.6.B.4.j.”
11. “Mitigation of Significant Vegetation shall be in accordance with Table 27-1 Mitigation of Significant Vegetation”
12. “Any plant that meets the salvage criteria in Section 27.6.B.4 shall be preserved in place or transplanted on-site. Any plants that meet the salvage criteria that are destroyed shall be replaced on a one-to-one ratio of the same species and size as that destroyed. Five understory plants from the supplemental Arizona Department of Water Quality native plant list will be planted for every mitigated tree.”
13. “The limits of grading shall be staked in the field, in accordance with Section 27.6.B.7.c.ii. Disturbance outside the approved grading limits shall not be permitted.”
14. List the following Significant Vegetation information:
    a. Total amount present on-site (square feet)
    b. Total amount being disturbed (square feet)
    c. Total percentage disturbed.

15. Provide a Significant Vegetation Mitigation Table, similar to the table listed below, for all significant vegetation not scheduled to remain in place.

Number Removed	Name	Mitigation Ratio*	Replacement Plants	Understory Required
2	Velvet Mesquite	2:1	4	20
10	Blue Palo Verde	2:1	20	100

* Based on Table 27-1 and total percentage of significant vegetation disturbance

16. Provide a Native Plant Summary Table, similar to the table listed below, for all protected native plants:

Botanical Name	Common Name	Transplant	Remove from site	Preserve in Place	Total per Plant
Acacia Constricta	Whitethorn Acacia	12	48	96	146
Carnegiea Gigantea	Saguaro	2	0	40	42

3.0 SUPPLEMENTARY DOCUMENTS

3.1 ADDITIONAL NOTIFICATION

In addition to the Town of Oro Valley (the "Town"), there may be other jurisdictions affecting development of this property. If a property developer waits until late in the development process to contact other pertinent governmental agencies or bodies, additional expense and time in coordination, redesign and development may be a result. Examples of other governmental agencies and/or bodies that may have overlapping jurisdiction over this property include but are not limited to the following:

Federal: The United States Department of the Interior, Fish and Wildlife Service is responsible for Endangered Species Act compliance, etc. Please note, habitat has been designated with the Town.

U.S Fish and Wildlife Field Division
2321 W. Royal Palm Rd., Suite 103
Phoenix, AZ 85021-4951
Phone (602) 640-2720 Fax (602) 620-2730

The United States Corps of Engineers: This agency is responsible for management of jurisdictional waters, etc. Section 404 consultations may be required on properties that contain washes.

U.S. Army Corps of Engineers
5205 E. Comanche
Davis Monthan AFB
Tucson, AZ 85707
Phone (520) 584-4486 Fax (520) 584-4497

State: Arizona Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

ADEQ
1110 W. Washington Street
Phoenix, AZ 85007
(602) 771-2300

County: Pima County Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

PDEQ
201 N. Stone Avenue, 2nd Floor
Tucson, AZ 85701
(520) 740-6520

Please be advised, issuance of a permit **DOES NOT,** nor should it be construed, to imply compliance with Federal, State or County regulations. If you have any questions concerning your responsibilities under federal law, please contact the applicable agency.

APPLICANT NAME: _____

CONTACT PHONE AND ADDRESS: _____

SITE LOCATION: _____

PROPOSED USE: _____

_____ _____
Applicant Signature Date

Case/File Number _____

3.2 ARCHAEOLOGICAL RECORDS OFFICE PROCEDURES

The ASM Archaeological Records Office is open 10am - 3pm M-F to authorized users by appointment ONLY. Call (520) 621-4011 or email azsite@email.arizona.edu to arrange a research visit. Your appointment must be confirmed. First-time users are required to complete the ASM Archaeological Records Use Agreement form. Cultural Resource analysis must be conducted by a Cultural Resource Professional selected from the Town's list of on-call Cultural Resource Professionals listed below:

- Desert Archaeology, Inc.
- Statistical Research, Inc.
- William Self Associates, Inc.
- Tierra Right-of-Way Services, Ltd.
- Logan Simpson Design, Inc.
- Westland Resources, Inc.

By law, the ASM is the repository for archaeological information gathered from sites and surveys on state, county, or municipal land. By agreement with the Bureau of Land Management (BLM), the ASM is the public repository for sites on BLM lands. Therefore, when planning to work on state, county, municipal, or BLM lands, always complete a search of the records maintained at the ASM Archaeological Records Office to obtain information on previous work in the area. In addition, the Archaeological Records Office retains many records for compliance work done on federal lands besides the BLM, but it is usually necessary to check relevant U.S. Forest Service (USFS) or National Park Service (NPS) offices to ensure a thorough file search.

If the project area is expected to contain standing historic structures (such as buildings, bridges, dams, etc.) you will also consult the Cultural Resource Inventory at the SHPO (602-542-4009).

Researchers may search the archaeological records themselves or may request that Records Office staff perform the search. On request, the staff will photocopy site cards, reports, and other records.

Archaeological Records Fees

Records Access	No charge
Records Search	**$100.00 minimum*** *additional fees may apply
Photocopying	$0.50 / page
FAX charges	3 pages free, Thereafter $1.00/page

Permit Fees

AAA Blanket Permit	No charge
AAA Project-Specific Permit	No charge
Review and Process Project-Specific Permit (<5 working days)	$500.00
Records Management / Repository Agreement	No charge
Project Registration Fee (survey/non-site monitoring)	**$85.00 minimum** $20 / person field-day

Make checks payable to The University of Arizona

4.0 COMMERCIAL FINAL DESIGN SUBMITTAL PACKAGE

4.1 PLAN FORMAT

All Sheets

1. Final plans must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning and Zoning Administrator.

2. Final plans must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.

3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.

4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.

5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
    a. "Type of Plan (I.E. Final Site Plan)
    b. Name of development
    c. "Lots ___ through ___ and Common Areas A through_____", if applicable.
    d. Brief legal description, i.e. "Portion of Section_____, T _____S, R_____E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
    e. Scale
    f. Contour interval
    g. Date (revised plans must show date of revision)
    h. Town of Oro Valley case number
    i. Sheet ____ of ____ (total pages)

6. Reference all Case Numbers related to this plan (e.g. general plan amendments, rezoning, variance) adjacent to the title block on each sheet.

7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.

8. Show north arrow and bar scale in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.

9. If the plan consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.

4.2 FINAL SITE PLAN CONTENT

All Sheets

1. Town limits must be shown on or immediately adjacent to the project site, where applicable.

2. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.

3. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) must be indicated on all site layout drawings with zoning boundaries clearly defined. Include subdivision name, recording information, lot lines and lot numbers.

4. Addressing:
    a. Provide interior street names, if applicable
    b. All naming and signage of streets shall conform to Pima County's Addressing Ordinance and Policies, Sections 18.83.060 through 18.83.080.

5. Ensure all line types are different and clearly indicated.

6. The development exterior site property boundary line must be delineated with a solid BOLD line, which must be the boldest line on the plan.

7. If more than one zone applies, show the zoning boundary line on the plan.

8. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided "See sheet___" on edges of the plan where an abutting sheet depicts more information.

Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
    a. Final Site Plan
    b. Project Name
    c. Oro Valley Case Number (Using format OVXXXX-XX)

2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
    a. North arrow
    b. Lot lines
    c. Sheet cuts
    d. Circulation
    e. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines and significant land use features such as adjacent parking, etc.
    f. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.

3. All required notes in Section 2.2.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.

4. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc.) must be Titled and labeled in a font no less than fourteen (0.14") point

5. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right hand side of the cover sheet, indicating the location of the portion being developed.

6. A legend which depicts and describes all symbols used in the document.

7. List the following on the cover sheet:
    a. The name, mailing and email addresses, and phone number of:
        1. The primary property owner of the site
        2. The developer of the project,
        3. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
    b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines

8. Location Map
    a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
        1. The subject property identified and centered within a one square mile area
        2. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
        3. The section, township and range of the subject development
        4. Labeled section corners
        5. A north arrow and scale

9. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
    a. Town Clerk
    b. Planning and Zoning Administrator
    c. Town Engineer
    d. Oro Valley Water Utility Director

Plan Sheet(s) - Existing Conditions

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street the existing conditions across the street will be provided to a minimum distance of 100 feet.

1. Existing contours at one foot intervals labeled at a five foot index frequency. Two- or five-foot contours may be used in special cases. Extend contours 100 feet outside the property line.

2. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
    a. ROW width and recording information
    b. Edge and limits of existing pavement and striping.
    c. Street elements such as medians, curbs, sidewalks, and other relevant features.
    d. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater.
    e. Street name
    f. Label street as public or private
    g. Traffic control and mitigation facilities and features, such as signalization and signage.
    h. Utility locations

3. All existing easements shall be drawn on the plan with a dashed line and include recording information, width and purpose. Label each as existing public, private or specific (e.g. Tucson Electric Power, Southwest Gas). Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or has been abandoned, so indicate. However, should the easement be in conflict with any proposed building location, vacation of the easement must occur prior to approval of plan unless written permission from easement holder(s) is provided.

4. Other significant conditions on the site, such as major rock outcrops, ravines, topography, etc. on and adjacent to the site.

5. Identify any Environmentally Sensitive Lands (ESL) resources located on the site.

6. Conditions on adjacent land significantly affecting the design of the project, such as the character and location of adjacent development, i.e. residential subdivisions, dwellings, etc.

7. The following existing drainage information shall be identified on the Final Site Plan:
    a. Federally mapped FEMA floodways and floodplains
    b. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds
    c. Depth of flow in all existing channels, depth of inlet headwater for all drainage structures
    d. Depth and extent of ponding in existing detention basins
    e. Depth and extent of ponding in existing water harvesting areas
    f. Pre-developed 100 year flow quantities (Q100) at all concentration points crossing site property boundaries or at structure outlet(s)

8. The following information regarding existing utilities must be provided:
    a. Sanitary and storm sewers, including invert elevations of all manholes and cleanouts. Show the existing sewer lines with thinner, or shaded, lines to distinguish them from the proposed sewer lines

b. The Pima County Wastewater Management Department (PCWMD) reference number

c. The location of gas lines, electric and telephone lines, poles and communications cables

d. On-ground junction boxes, and street lights

e. If water mains and sewers are not located on or adjacent to the tract, indicate by note the direction, distance to, and sizes of those nearest the property intended to service the project.

9. Identify the locations of all utilities and service equipment immediately adjacent to the project.

10. The following ***existing*** water infrastructure information must be indicated on the Final Site Plan:

    a. Existing mains indicated with lighter dashed lines

    b. Connection points identified. NOTE: Systems shall be looped

    c. Hydrant locations

    d. Show the location of all post boxes and monument type signs.

Plan Sheet(s) - Proposed Conditions

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

1. All pad elevations, building finished floor elevations and building envelopes for each lot.

2. Provide the following information for proposed private or public streets and right-of way (ROW) adjacent to or within the site:

    a. Proposed ROW width(s)

    b. Edge and limits of proposed pavement and striping

    c. Proposed street elements such as medians, curbs, sidewalks, and other relevant features

    d. Label all streets as public or private

    e. Proposed traffic control and mitigation facilities and features, such as signalization and signage

    f. Utility locations

3. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.

4. The following specifications must be provided:

    a. Site wall and retaining wall specifications, including dimensions, materials, and proposed design and decorative features.

b. Pedestrian circulation and crosswalk paving specifications, including size and type of paver, and proposed design.

c. Bicycle parking specifications for both Class 1 and 2 facilities, including details of proposed parking structures.

5. Show sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.

6. Preliminary Grading – Provide schematic level concept grading information on the Final Site Plan. Said information shall consist of:

    a. Proposed approximate building finished floor elevations

    b. Sufficient spot elevations to establish overall site drainage patterns (i.e.: spot grades at drainage break points)

    c. Sufficient spot elevations to verify conformance to Zoning Code cut and fill elevation allowances as well as conformance to the Town's Subdivision Street Standards. Said spot elevations shall be provided at:

    d. All PAAL and street intersections

    e. Internal grade breaks including top and bottom of cut & fill slopes and retaining walls. Also identify the pitch of cut and fill slopes (e.g. 1:1, 2:1, 3:1, etc.)

    f. Beginning and discharge inverts of drainage swales and channels, as well as identifying slope of conveyance

    g. Inlet and outlet inverts of drainage structures

    h. In lieu spot elevations for general graded areas, proposed schematic level contours may be provided instead

    i. This level of grading should be schematic only, 10 to 20% of construction level of detail. Detailed checking of grade for such items as ADA and IBC compliance will be verified at the improvement plan stage in the permit process

7. The following minimum proposed drainage and floodplain information must be delineated on every Final Site Plan:

    a. 100-year floodplains with a discharge greater than or equal to 50 cfs.

    b. Sheet flooding areas with flood depths greater than or equal to one (1') foot post developed condition.

    c. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, catch basins and storm sewers), flow arrows, lot drainage pattern type and grading breakpoints.

    d. All main and sub watershed boundaries per the drainage report.

    e. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds.

    f. Depth of flow in all proposed channels, depth of inlet headwater for all drainage structures.

    g. Depth and extent of ponding in proposed detention basins.

    h. Depth and extent of ponding in proposed water harvesting areas.

i. Post developed 100 year flow quantities (Q100) at all drainage structure inlet points, entering and leaving across the site property lines, within all channels and at basin outlet(s).

j. Placement of proposed safety and barricading structures/measures as well as maintenance access features.

k. Demonstrate that International Building Code (IBC) drainage section requirements are being met by spot elevations, drainage typical details, flow arrows, falling slope away from structures and local channel placement with corresponding slope(s).

8. The following sanitary sewer information must be indicated on the Final Site Plan:

    a. Preliminary sewer layout, including points of connection to existing sewers, proposed invert elevations at all manhole locations.

    b. Delineate if sanitary sewer is public or private. All private sewers must be constructed to public specification

    c. The proposed invert elevations for the ends of all culverts, storm sewers, or other underground structures near, or that cross, the existing and proposed public or private sewer lines

9. The following proposed water infrastructure information must be indicated on the Final Site Plan:

    a. Proposed mains shown within easements and indicated with a darker solid lines. No pipe sizing, fittings or any other appurtenances to be shown. Easements are to be by separate instrument and submitted to the OVWU during the review process of the Water Improvement Plan

    b. Hydrant locations

    c. Meters shown. If the Final Site Plan is platted, each lot must be metered separately. If a building has one meter and it will be subdivided, explain the billing arrangement. The OVWU is not responsible for individual complaints which are resultant from a subdivided bill

    d. Provide the maximum possible separation from sewer mains and dry utilities

    e. Identify if the development is dependent on an offsite main being constructed and who the responsible party is for the installation of this main

10. Utility easements when necessary, shall cross 100 year flood limits at right angles or as near right angles as possible.

11. List and delineate on the plan any new proposed easements that will be needed.

12. For common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (i.e. common area, private street), that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.

13. On-site pedestrian circulation network, including proposed sidewalks/multi-use paths along abutting right-of-way.

14. Indicate extent of proposed paving on the site in light shading.

4.2.1 FINAL SITE PLAN REQUIRED NOTES (IN ADDITION TO NOTES IN SECTION 2.2.1)

1. The following general note shall be added for properties located within the La Cholla Airport Environs Zone:
    a. "All prospective buyers of lots within this subdivision shall be informed of the presence and activity of the La Cholla Airpark, a private airport located (insert direction such as north, south, west or east) of the project. All perspective buyers shall be informed that low flying aircrafts may be a nuisance."

2. List any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.

Engineering General Notes

1. Basis of Elevation (based on published datum), including identification and elevation of additional benchmark(s) used.

2. Add the following general notes:
    a. "Materials within sight visibility triangles must be placed so as not to interfere with a visibility plane described by two horizontal lines located thirty (30) inches and seventy two (72) inches above finished grade of the roadway surface"
    b. "Final Site Plans and Improvement Plan must be approved prior to the issuance of any permits by the Town Engineer and/or Building Official"
    c. "All weather access must be provided to all lots within the subdivision"

Drainage General Notes

NOTE: A complete Hydraulic and Hydrologic Drainage Report, prepared by a professional engineer must be submitted and approved prior to approval of the Final Site Plan. The scope and detail of this report must be commensurate with the complexity of the drainage involved.

1. Add the following general notes:
    a. "All drainage ways will be constructed according to approved plans prior to the issuance of any permits form the Town Engineer and/or Building Official for parcels affected." Affected parcels must be specifically identified either by number in note or by outline on the development plan.
    b. "Drainage must be collected and released from a proposed development at the locations and in the manner existing prior to development."
    c. "Drainage ways must be provided where necessary to carry drainage flows through or from the development and such drainage ways must be dedicated and maintained by property owners or property owners association."
    d. "Drainage ways must be designed to not discharge onto paved streets, easements or parking areas."
    e. "Parking areas must not be used as detention basins."

2. If applicable, list the following notes and complete the blanks.
    a. "The following lots are affected by the Town of Oro Valley Floodplain Regulations: _____." (List the lots affected by lot number)

b. “A floodplain use permit and/or finished floor elevation certificates are required for the following lot(s) _____.” (List the lots affected by lot number)

Oro Valley Water General Notes

1. Add the following general notes:

    a. “Water infrastructure as represented on this plan is for informational purposes only. A separate water improvement plan must be submitted to the Oro Valley Water Utility (OVWU) for technical review and compliance with applicable statutes, codes and specifications. Additional water infrastructure may be deemed necessary upon review of the Water Improvement Plan.”

    b. “Oro Valley Water Utility shall be the water provider”

4.3 FINAL LANDSCAPE AND IRRIGATION PLAN CONTENT

Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
    a. Final Landscape and Irrigation Plan
    b. Project Name
    c. Oro Valley Case Number (Using format OVXXXX-XX)
2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
    a. North arrow
    b. Lot lines
    c. Sheet cuts
    d. Circulation
    e. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.
3. All required notes in Section 4.3.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.
4. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc.) must be Titled and labeled in a font no less than fourteen (0.14") point
5. A legend which depicts and describes all symbols used in the document.
6. List the following on the cover sheet:
    a. The name, mailing and email addresses, and phone number of:
        1. The primary property owner of the site
        2. The developer of the project,
        3. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
    b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines
7. Location Map
    a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
        1. The subject property identified and centered within a one square mile area

2. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
3. The section, township and range of the subject development
4. Labeled section corners
5. A north arrow and scale

8. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
    a. Planning and Zoning Administrator

Plan Sheet(s) - Existing Conditions

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street the existing conditions across the street will be provided to a minimum distance of 100 feet.

1. Delineate all existing vegetative areas that shall be preserved.

2. Existing contours at 1-foot intervals labeled frequently. Two-foot or 5-foot contours may be used in special cases. Extend contours 100 feet outside the property line.

3. For existing streets adjacent to the project, show the following information:
    a. Label street as public or private
    b. Street name
    c. Utility locations

4. All existing easements shall be drawn on the plan with a dashed line, and recording information, widths and purposes must be included. Label each as existing public, private or specific (i.e. Tucson Electric Power, Southwest Gas). If the easement is not in use and/or proposed for release, so indicate. Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate.

5. Provide the following information for proposed private or public streets and right-of-way adjacent to or within the site:
    a. Proposed ROW width(s)
    b. Edge and limits of proposed pavement and striping
    c. Proposed street elements such as medians, curbs, sidewalks, and other relevant features
    d. Label all streets as public or private
    e. Proposed traffic control and mitigation facilities and features, such as signalization and signage
    f. Utility locations

6. Existing sidewalks along abutting right-of-way.

7. Sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.

8. Existing storm drainage facilities (i.e. detention basins, dykes, dams) on and adjacent to the site.

9. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc., indicated in a different line weight than the proposed improvements and labeled to be removed or retained.

10. Conditions on adjacent land significantly affecting the design of the project, such as the approximate direction and gradients of ground slope; character and location of adjacent development and drainage ways, arroyos, ditches, and channels, including their existing conditions.

11. The locations and footprints of all existing structures. Label heights, dimensions and uses within the building footprint.

12. The following information regarding existing utilities must be provided:
    a. Location and size of water wells
    b. Water pumping plants
    c. Water reservoirs
    d. Water lines
    e. Fire hydrants
    f. Sanitary and storm sewers, including the pipe diameter and all manholes and cleanouts. Show the existing sewer lines with thinner, or shaded, lines to distinguish them from the proposed sewer lines.
    g. Location of gas lines, electric and telephone lines, poles and communications cables.
    h. On-ground junction boxes, and street lights.

13. Identify the locations of all utilities and service equipment immediately adjacent to the project.

14. The following existing water infrastructure information must be indicated:
    a. Existing mains indicated with lighter dashed lines
    b. Hydrant locations
    c. Meters shown

Plan Sheet(s)- Proposed Conditions

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

1. Detailed schedule of planting information in table format with legend that includes: (see sample table below)
    a. Identification by botanical and common name
    b. Quantity and size of each plant included in design
    c. Water use type for each plant type based on OVZCR Addendum C, Table C-3, Oro Valley Approved Plant List, “Needs” column
    d. “Annual use in gallons” for each plant type at maturity based on the Arizona Department of Water Resources “ADWR Low Water Use/Drought Tolerant Plant List for Irrigation Efficiency,” for assistance contact your
    e. Based on ADWR values for each plant type, calculate the total monthly and annual plant water use required for all each specified plant materials at maturity.

f. Total values for monthly and annual water use (gallons) required for all specified plant material

Example of Plant Material Schedule

Col. 1 *Botanical Name*	***Col. 2*** *Common Name*	***Col. 3*** *Quantity*	***Col. 4*** *Size*	***Col. 5*** *Water Use Type ("Needs")*	***Col. 6*** *ADWR Annual Use at Maturity (Gal).*	***Col. 7*** *Annual Water Use (Gal) (= Col 3 x Col. 6)*	***Col. 8*** *Monthly Water Use (Gal) (= Col. 7 / 12)*
Agave Americana	Century Plant	12	5 gal	1-2	405	4,860	405
Dasylirion wheeleri	Desert Spoon	30	5 gal	1	110	3,300	275
Lysiloma Thornberi	Feather Bush	4	5 gal	2-3	5,702	22,808	1,900
Prosopis Velutina	Velvet Mesquite	10	24" box	2	5,702	57,020	4,751
TOTAL water at maturity						**87,988**	**7,332**

2. For common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (i.e. common area, private street), that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.

3. Proposed landscape design including buffer yards, walls, screens, and re-vegetation plans; sidewalks, trails and recreation areas; and parking, building, patio, and courtyard areas.

4. Individual plant types shall be represented by standards and symbols that depict the variety of plants included in the landscape design.

5. Indicate areas of proposed undisturbed open space with existing plants to be preserved in place.

6. Indicate re-vegetated areas, with salvaged plants and new plant materials clearly identified.
7. Note proposed treatment of all ground surfaces, including specifications for organic or inorganic mulch.

8. Cross section details for shrub and tree planting and staking.

9. Label screen walls, note height, and provide cross-section detail.

10. Elevations and layout of proposed entry features (monument walls, etc.) including dimensions and location of each.

11. Proposed types, methods, and location of slope stabilization.

12. Table for each buffer yard that indicates buffer yard type, width/length, and number of required and provided trees, shrubs and accent plants.

13. Fact sheet for approval of all plants not included in Town's approved plant list.

14. For master development plans, a master landscape palette is required as part of first phase.

15. In a darker line weight, show the locations and footprints of all proposed structures. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.

16. All proposed lot lines.

17. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary landscape improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.

18. On-site pedestrian circulation network, including proposed sidewalks along abutting right-of-way.

19. Indicate extent of proposed paving on the site in light shading.

20. Location of postal service.

21. Locations and types of proposed monument signs.

22. Any encroachment into the 100 year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.

23. Highlight and label any area of encroachment into riparian habitat protection overlay district.

24. The following sanitary sewer information must be indicated:
    a. Preliminary sewer layout, including points of connection to existing sewers, all manhole locations, size of pipe, and proposed flow-thru locations, must be shown if applicable.

25. The following proposed water infrastructure information must be indicated:
    a. Proposed mains shown within easements and indicated with a darker solid lines.
    b. Hydrant locations
    c. Meters shown

26. List and delineate on the plan any new proposed easements that will be needed.

27. All access roads and any proposed changes to existing driveways.

Irrigation Plan Sheets

1. Existing and proposed sidewalks, roadways, pavement, curbs, walls, and parking areas (lighter line weight).

2. Existing and proposed storm drainage facilities.

3. Existing and proposed buildings, patios, and any other structures.

4. Existing and proposed water lines.

5. Graphically depict details and location of system for underground, automatic irrigation to all landscaped areas in plan with legend, including:
    a. Drip irrigation, low flow bubblers, or similar components

b. Self-timing devices
c. Meter locations
d. Areas where irrigation will be discontinued after five years.

6. Irrigation Plan must also include:
    a. Irrigation valve, pipe and emitter schedule
    b. Specifications for irrigation system tubing, such as polyvinyl chloride (PVC)
    c. Inspection schedule for irrigation system

7. Irrigation system shall be designed to be site-specific, reflecting plant type, soil type, infiltration rates, slopes and prevailing wind directions.

8. Provide an equipment control schedule for all components of the irrigation control system.

9. If desert landscaping is used which will ultimately rely on natural water sources, a temporary drip irrigation system shall be employed until such time as the plant materials are sustained by natural water sources.

10. Provide Landscape Water Plan in table format (see example below) on Landscape Plan and in Microsoft Excel file, and include:
    a. Water use reduction schedule in accordance with OVZCR Section 27.6.D.3.e. and Section 27.6.D.3.f., that begins implementation three (3) years after issuance of the first certificate of occupancy.
    b. The total values for monthly and annual irrigation water use (gallons) that are indicated in the Plant Material Schedule on the landscape plan must be incorporated.
    c. Phased reduction plan shown by month, so that by the end of three years, the "Total water at maturity" value is achieved. By the end of five years, the amount of metered irrigation water used at the site must be fifty (50%) percent of the ADWR "Total water use at maturity" value.
    d. As part of the reduction plan, the amount of irrigation water received by plants in buffers, medians, and ROWs must equal zero at five (5) years.
    e. Delineation of project phases, if applicable, and associated water use for each phase.
    f. Landscape Water Plan should include monthly irrigation values for years 4 and 5. The values should reflect a gradual decrease in irrigation from the end of year 3 to the end of year 5. Seasonal variation in irrigation needs should also be incorporated.

EXAMPLE OF A LANDSCAPE WATER PLAN[1]

Landscape Water Plan											
Winter		Spring			Summer	Monsoon				Winter	
Month											
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Year 3: Continue to increase irrigation water use as needed as plants mature up to, but not exceeding, 100% ADWR value by end of year. (average monthly water use = 7332 gal/month)											
7,000	7,500	7,900	8,500	8,700	8,700	6,000	6,000	6,800	7,332	7,100	6,900
						TOTAL (100% ADWR = 87,998 gal/year)					**81,632**
Year 4: Begin gradually decreasing irrigation to buffer, median, and ROW areas in order to reach zero irrigation in those areas by end of year 5. (to reach 75% ADWR by end of year, average monthly water use = 5,500 gal/month)											
6,700	6,500	6,300	6,500	7,000	7,000	3,500	3,500	4,100	4,700	4,600	4,100
						TOTAL (75% ADWR = 65,991 gal/year)					**65,000**
Year 5: Continue decreasing irrigation to buffer, median, and ROW areas. By end of year 5, irrigation to buffer, median, and ROW areas must be zero, and total amount of water used at site must meet 50% of ADWR maturity value. (average monthly water use = 3,666 gal/month)											
4,000	4,000	4,100	4,200	4,500	4,500	2,000	2,000	2,500	3,666	3,500	3,500
						TOTAL (50% ADWR = 43,991 gal/year)					**42,466**

[1] *This irrigation reduction schedule is provided for illustrative purposes. The exact irrigation reduction schedule should be developed by the project landscape designer for the particular site.*

11. Provide an irrigation control schedule that demonstrates compliance with the required landscape water plan. A sample table is provided below:

Year	Days	Frequency	Time	Total Water*
3	M,W,F	4	45	81,632 gal
4	M,W,F	3	45	65,000 gal
5	M,W,F	1	45	42,466 gal

* must match Total Water from Landscape Water Plan

4.3.1 LANDSCAPE PLAN REQUIRED NOTES (IN ADDITION TO NOTES IN SECTION 2.3.1

1. "Assurances for landscaping and re-vegetation bonds must be posted prior to issuance of grading permits."

2. "Property owner shall maintain buffer yard plantings to ensure unobstructed visibility to motorists. All shrubs, accents, and groundcovers shall not exceed thirty (30") inches in height within site visibility triangles. Trees within site visibility triangles will be maintained to ensure that branches/foliage is not below a height of six (6') feet."

3. "In the event of abandonment of the site after grading/disturbance of natural areas, disturbed areas shall be re-vegetated with a non-irrigated hydro seed mix from OVZCR Addendum D: Approved revegetation seed mix."

4. "All plant material shall meet the minimum standards contained in the current editions of the Arizona Nursery Association's Growers Committee Recommended Tree Specifications and the American Association of Nurserymen as to size, condition and appearance."

5. "Property owner is responsible for maintaining the temporary irrigation system as long as necessary in order to transition plants over to natural sources. Any plant materials that die in transition, for any reason, shall be replaced in accordance with Sec. 27.6.E.4., Maintenance."

6. "Any spaded or boxed tree transplanted on site that dies due to neglect or lack of maintenance shall be replaced with the same size and species of the original salvaged tree, as required by the salvage plan."

7. "The limits of grading shall be staked in the field, in accordance with Section 27.6.B.7.c.ii of the Zoning Code. Disturbance outside the approved grading limits shall not be permitted."

8. "The developer shall replace removed or damaged plant materials with like size and species, and shall maintain and guarantee (in accordance with Section 26.6.C and I) the replacement of plant materials for a period of three (3) years."

9. "No salvage of plants regulated by the Endangered Species Act and/or the Arizona Native Plant Law may occur without the issuance of the appropriate permit by the State Department of Agriculture."

10. "Landscape materials shall not obstruct sight distances or vehicle turning movements."

11. "Landscaped areas that are susceptible to damage by pedestrian or auto traffic shall be protected by appropriate curbs, tree guards or other devices."

12. "Landscape shall be designed to minimize sediment, sand and gravel being carried into the streets from storm water or other runoff."

13. "Landscape plan enables adequate plant spacing to ensure survivability at plant maturity."

14. "Deep rooted vegetation and trees shall not be planted closer than 7.5' from a public water line. Exceptions for alternative design solutions such as root barriers shall be considered on a case by case basis."

15. Curb-way consisting of inorganic groundcover or plants not to exceed type 2 water use shall be provided between curb and all sidewalks."

16. "All landscaped areas to be finished with a natural topping material to a depth of at least two (2)

17. If one (1) or more of the following special overlay zones are applicable to the property, add a note stating that the project is designed to meet the specific overlay zone(s) criteria. If there is more than one (1) lot within the site, the note must specify which lots are affected by the overlay zones. The zones include the following:
    a. Tangerine Corridor Overlay District (TRCOD)
    b. Oracle Road Scenic Corridor Overlay District (ORSCOD)
    c. Riparian Habitat Protection Overlay District
    d. Airport Environs Overlay Zone
    e. Hillside Development Zone (HDZ)
    f. Golf Course Overlay Zone

18. Contractor notes should be located at back of plan. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.

4.3.2 IRRIGATION REQUIRED NOTES

1. Irrigation and/or watering plans shall meet the minimum standards of the American Society of Irrigation Consultants.

2. The property owner is responsible for maintaining the temporary system as long as necessary in order to transition plants over to natural sources. Any plant materials that die in transition, for any reason, shall be replaced in accordance with Section27.6.E.4 - Maintenance.

3. Irrigation systems connected to potable water mains (public or private) shall be equipped with backflow preventers.

4. The annual water use for a project shall not exceed the annual landscape water plan.

5. Irrigation meter readings shall be used to determine compliance with the landscape water plan. Non-compliance is subject to penalties under Oro Valley Town Code.

6. Meter readings shall be taken, at a minimum, on an annual basis. Monthly readings may be required, at the discretion of the Planning and Zoning Administrator, in order to address non-compliance with the Water Plan.

7. An initial meter reading shall be taken prior to the issuance of the certificate of occupancy and recorded for reference as part of the water plan.

8. Irrigation water shall not leave the landscaped areas and flow onto roads, parking areas or sidewalks

4.4 FINAL RAINWATER HARVESTING PLAN CONTENT

All Sheets

1. Ensure all line types are different and clearly indicated.
2. The development exterior site property boundary line must be delineated with a solid **BOLD** line, which must be the boldest line on the plan.
3. If more than one zone applies, show the zoning boundary line on the plan.
4. Each sheet depicting a plan must include the reference match line "See sheet___" on edges of the plan where an abutting sheet depicts more information.
5. List all keynotes on the left side of each page.
6. In schematic form, delineate rainwater harvesting measures employed and how they are integrated within both the Landscape and Grading Plans. Refer herein to section 1.2.3.C., Proposed Content, for specific rainwater harvesting delineation details.

Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
    a. Rainwater Harvesting Plan
    b. Project Name
    c. Oro Valley Case Number (Using format OVXX-XX)
2. For projects for which the entire development will not fit on a single plan sheet at 40 scale, a site plan of the entire project (scale to vary to accommodate placement on the cover sheet) must be centered, toward the top of the page directly below the information listed above; and include at a minimum, the following:
    a. North arrow
    b. Lot lines
    c. Sheet cuts
    d. Building pads
    e. Building labels
    f. Parking
    g. Circulation
    h. Name of adjacent development. Graphically depict abutting lot lines, include entire residential lot(s) and significant land use features such as adjacent parking, etc.
    i. Roadways
    j. Onsite and immediately adjacent street names
3. A legend which depicts and describes all symbols used in the document.
4. All required General Notes in Section 4.4.1.

Plan Sheets(s) – Existing Conditions Content

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street, the existing conditions across the street will be provided to a minimum distance of 100 feet.

1. Delineate all existing vegetative areas that shall be preserved.

2. Existing contours at 1-foot intervals labeled frequently. Two-foot or 5-foot contours may be used in special cases. Extend contours 100 feet outside the property line.

3. For existing streets adjacent to the project, show the following information:
    a. Label street as public or private
    b. Street name
    c. Utility locations

4. All existing easements shall be drawn on the plan with a dashed line, and recording information, widths and purposes must be included. Label each as existing public, private or specific (i.e. Tucson Electric Power, Southwest Gas). If the easement is not in use and/or proposed for release, so indicate. Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate.

5. Existing sidewalks along abutting right-of-way.

6. Parking lot layout to scale with all PAAL's, parking spaces and driveways.

7. Existing storm drainage facilities (i.e. detention basins, dykes, dams) on and adjacent to the site.

8. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc. These elements must be indicated in a different line weight than the proposed improvements and labeled to be removed or retained.

9. Conditions on adjacent land significantly affecting the design of the project, such as the approximate direction and gradients of ground slope; character and location of adjacent development and drainage ways, arroyos, ditches, and channels, including their existing conditions.

10. The locations and footprints of all existing structures. Label heights, dimensions and uses within the building footprint.

11. The following information regarding existing utilities must be provided:
    a. The location and size of water wells
    b. Water pumping plants
    c. Water reservoirs
    d. Water lines
    e. Fire hydrants
    f. Sanitary and storm sewers, including the pipe diameter and all manholes and cleanouts. Show the existing sewer lines with thinner or shaded lines, to distinguish them from the proposed sewer lines.

g. The location of gas lines, electric and telephone lines, poles and communications cables.

h. On-ground junction boxes, and street lights.

12. Identify the locations of all utilities and service equipment immediately adjacent to the project.

13. The following existing water infrastructure information must be indicated on the development plan:

    a. Existing mains indicated with lighter dashed lines

    b. Hydrant locations

    c. Meters shown

Plan Sheets(s) – Proposed Conditions Content

The following information on the proposed project must be shown on the drawing or added as notes.

1. Delineate the following information for all Multi-Family Residential, Commercial, Technical Park and other non-residential developments:
    a. In schematic form show the locations of all active and/or passive rainwater harvesting measures. Specify rainwater harvesting system(s) to be utilized.
    b. All active rainwater harvesting features shall be delineated on the plan at actual scale. The following information shall accompany each feature:
        i. Volume
        ii. Manufacturer's information such as model number and material of construction
        iii. If any features are cross connected to the irrigation system, identify locations of backflow prevention

2. Identify all accessory appurtenances associated with the each individual system

3. All passive rainwater harvesting catchments shall be delineated on the plan at actual scale. The following information shall accompany each basin:
    a. Area
    b. Depth
    c. Volume

4. Identify the following grading information in schematic form:
    a. Flow direction of the design grading by the use of flow arrows
    b. Grade break points

5. Drainage sub-area watershed boundaries supplying each rainwater harvesting feature. Specify the size of each sub-area watershed.

6. If the project is phased, delineate the above information separately for each phase.

7. The landscape planting design with all plant designation symbols as depicted on the landscape plan.

8. In a darker line weight, show the locations and footprints of all proposed structures. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.

9. All proposed lot lines.

10. If the project has common areas, label each common area individually with a separate letter designation. Enclose each area (i.e. common area, private street) that will have separate restrictions or a separate homeowners' association, or any common area that is separated by a public right-of-way, with a solid line.

11. Delineate proposed natural open space.

12. All pads and building envelopes for each lot.

13. List all proposed uses and use categories on the property.

14. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary landscape improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.

15. On-site pedestrian circulation.

16. In light shading, show extent of proposed paving on the site.

17. Parking lot layout

18. Sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.
    a. Materials within the sight visibility triangles must be placed so as not to interfere with a visibility plane described by two horizontal lines located thirty (30) inches and seventy two (72) inches above finished grade of the roadway surface.

19. Proposed sidewalks along abutting right-of-way.

20. Location of postal service.

21. Locations and types of proposed ground mounted signs.

22. Refuse collection areas and loading zones, including locations of dumpsters, screening location and materials.

23. Any encroachment into the 100 year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.

24. Sanitary sewer information:
    a. Preliminary sewer layout, including points of connection to existing sewers, all manhole locations, size of pipe, and proposed flow-thru locations, must be shown, if applicable.

25. Water infrastructure information:
    a. Proposed mains shown within easements and indicated with a darker solid lines
    b. Hydrant locations
    c. Meters shown

26. List and delineate any new proposed easements.

27. All access roads and any proposed changes to existing driveways.

4.4.1 Rainwater Harvesting Plan Required General Notes

1. Add the following general notes for all Multi-Family Residential, Commercial, Technical Park and other non-residential developments:
    a. "Total area of all new impervious surfaces including pavements, sidewalks, hardscape areas and buildings is _____."
    b. "Total volume of rainwater harvesting provided is _____."
    c. "Rainwater harvesting measures employed for this development consist of the following (list the active and/or passive measures provided):
        i. _____
        ii. _____
        iii. _____
    d. "All rainwater harvesting measures shown on this plan shall be integrated into both the landscape installation as well as the site grading construction."

Attachment H: Construction and Post-Construction Site Standard Operating Procedures.

	STANDARD OPERATING PROCEDURE Public Works Stormwater Utility Division	**Number:** **60-03**
Subject:	Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection	**Approval Date:** **April 2021**
Approval:	John Spiker P.E., Stormwater Utility Division Manager	**Effective Date:** **May 2021**

1. PURPOSE

A stormwater Construction Site Inspection Program is a program developed for the purpose of tracking, inspecting, and enforcing Federal, State and Local stormwater requirements within construction sites. Inspections to monitor stormwater compliance should be performed at least once per month at each active construction site. Each active project shall be inspected a minimum of 3 times during the duration of the project. For projects with a history of non-compliance a more frequent inspection cycle will be necessary. This Standard Operating Procedure (SOP) describes the major components of the Town of Oro Valley construction site Stormwater Pollution Prevention Plan (SWPPP) Inspection best practices, as well as procedures for evaluating compliance and efficacy of stormwater control measures implemented within and around construction sites.

2. DISTRIBUTION

Public Works Stormwater Utility field personnel.

3. PROCEDURE

This procedure will be used to guide stormwater field staff through all components of an Arizona Department of Environmental Quality (ADEQ) mandated SWPPP inspection.

3.1 INVENTORY OF ACTIVE CONSTRUCTION SITES

For the purposes of inspection planning and data management, all active SWPPPs within the Town of Oro Valley shall be created and maintained by the Stormwater Utility within Cartegraph as SWPPP assets. This database functions as a tracking system and project inventory. Links to project specific SWPPPs, NOIs, inspection records, and project contacts are all stored within this inventory. The idea behind this database is to assist the inspector in prioritizing the daily inspections based on parameters such as project size, slope, previous inspection dates and compliance history.

3.2 SWPPP REVIEW CRITERIA

SWPPP plans that are submitted to the Town of Oro Valley for approval will have a review process to guarantee that erosion and sediment control standards and post-construction stormwater standards will be met.

Process

a. The Town of Oro Valley Stormwater Utility staff will review SWPPP plans.

b. A checklist (Appendix A) will be used to ensure accuracy, and efficacy of submitted SWPPPs.

c. The Town of Oro Valley will be responsible for enforcement of their stormwater rules.

3.3 CONDUCTING AN INSPECTION

The attached Construction Site Stormwater Inspection Report (Appendix B) shall be used by the inspector during site visits. Construction site inspectors should abide by the following guidelines:

1. Inspections to monitor stormwater compliance should be performed at least once per month at each active construction site, with priority placed on sites that require coverage under the ADEQ 2020 CGP (i.e., that disturb one or more acres), and sites that are located in the watershed of any 303(d) water bodies (no 303(d) water bodies exist within Town of Oro Valley limits).

2. The inspection shall begin at a low point and work uphill, observing all discharge points and any off-site support activities.

3. Written and photographic records shall be maintained for each site visit.

4. During the inspection, the inspector should ask questions of the contractor. Understanding the selection, implementation, and maintenance of BMPs is an important goal of the inspection process, and requires site-specific input.

5. The inspector should not recommend or endorse solutions or products. The inspector may offer appropriate advice, but all decisions must be made by the contractor.

6. The inspector shall always wear personal protective equipment appropriate for the site.

7. The inspector shall abide by the contractor's site-specific safety requirements.

8. The inspector has legal authority to enter the site. However, if denied permission to enter the site, the inspector should never force entry.

Prior to planning a site visit, an inspector shall determine if the project is subject to requirements of the Arizona Department of Environmental Quality (ADEQ) 2020 Construction General Permit.

Note for municipal inspectors: If a project disturbs one or more acres and is under construction, and there is no project ADEQ NOI on file, or the project is not listed in the ADEQ NOI database, the project is in violation of the 2020 CGP. Call the contractor to determine if the

NOI process has been started. If not, notify the contractor verbally of this requirement and the violation. Work cannot proceed on the site until a Notice of Intent (NOI) for coverage under the 2020 Construction General Permit has been approved by ADEQ.

Once it has been determined that the site is in compliance with the 2020 Construction General Permit, the site inspection process can continue. The Construction Site Inspection process shall include the following:

1. Plan the inspection before visiting the construction site;
    a. Obtain and review permits, site plans, previous inspection reports, and any other applicable information.
    b. Inform the contractor of the planned site visit. (depending on site compliance history, this may or may not be an option)
    c. This information and all records must be stores in the Cartegraph Operations Management System (OMS)

2. Meet with the contractor.

    a. Review the site SWPPP.
        - Compare BMPs shown on the approved SWPPP with those BMPs currently implemented on the construction site.
    b. Review the project's approved NOI and confirm that the information shown continues to be accurate. (This is important because in some cases a new contractor begins operating under a new NOI at the same site. We want to document and track this type of occurrence).
    c. Get a general overview of the project from the contractor.
    d. Review site inspections done by the contractor.
    e. Review the status of any issues or necessary corrective actions noted in previous inspection reports.
    f. Discuss any complaints or incidents since the last meeting.

3. Inspect perimeter controls.

    a. Examine perimeter controls to determine if they are adequate, properly installed, and properly maintained.
    b. For each structural BMP, check structural integrity to determine if any portion of the BMP needs to be replaced or requires maintenance.

4. Inspect slopes or temporary stockpiles.

    a. Determine if sediment and erosion controls are effective.
    b. Look for slumps, rills, and tracking of stockpiled materials around the site.

5. Compare BMPs in the site plan with the construction site conditions.

a. Determine whether BMPs are in place as specified in the site plan, and if BMPs have been adequately installed and maintained.
b. Note any areas not shown on the approved SWPPP which may require the addition of BMPs.

6. Inspect site entrances/exits.

   a. Determine if there has been excessive tracking of sediment from the project site.
   c. Look for evidence of additional entrances and exits which are not shown on the approved SWPPP or site plans.

7. Inspect pollution prevention and good housekeeping practices.

   a. Inspect trash areas and material storage/staging areas to ensure that materials are properly maintained and that pollutant sources are not exposed to rainfall or runoff.
   b. Inspect vehicle/equipment fueling and maintenance areas for the presence of spill control measures and for evidence of leaks or spills.

8. Inspect discharge points and downstream, off-site areas.

   a. Walk down the street and/or in other directions off-site to determine if erosion and sedimentation control measures are effective in preventing off-site impacts.
   b. Inspect down-slope catch basins to determine if they are protected, and identify whether sediment buildup has occurred.

9. Meet with the contractor again prior to leaving.

   a. Discuss the effectiveness of current SWPPP BMPs and whether modifications are needed.
   b. Discuss possible violations or concerns noted during the site inspection, including discrepancies between approved site plans, the SWPPP, and/or currently implemented stormwater controls.
   c. Agree on a schedule for addressing all noted issues and schedule a follow-up inspection.

10. Provide a written or e-mailed copy of the inspection report to the contractor.

11. Follow up, as determined, and provide a copy of the subsequent re-inspection to the contractor.

3.4 ENFORCEMENT PROCEDURES

Once The Stormwater Utility Inspector has identified a violation on site the following actions may be taken:

1. Project Superintendent is alerted by Stormwater Utility Inspector and the violation is documented into Cartegraph. If superintendent is able to correct violation, post correction inspection is performed to verify.

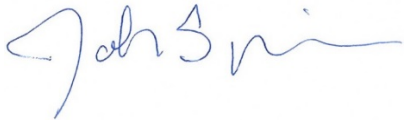
2. Should superintendent not be able to rectify violation or fail to respond, the Stormwater Utility issues a Notice of Opportunity to Correct to both the owner and project contacts. If work is performed to correct, post correction inspection is performed to verify.

3. Failure to correct or respond to Notice of Opportunity to Correct, violation will be escalated to Stormwater Utility Manager and Town Engineer. Notification to Arizona Department of Environmental Quality will also be required by the Town. If work is performed to correct, post correction inspection is performed to verify.

3.5 TRAINING AND EDUCATION

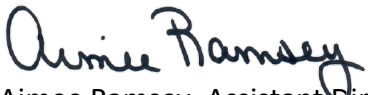
All Town of Oro Valley Stormwater Utility field staff will be certified as stormwater inspectors by the National Stormwater Center. Refresher training will happen at a minimum of every two years.

APPROVAL



John Spiker P.E., Stormwater Utility Division Manager — April 15, 2021 Date

AUTHORIZED



Aimee Ramsey, Assistant Director — April 16, 2021 Date

APPENDIX A

SWPPP CHECKLIST

ADEQ Arizona Department of Environmental Quality

2020 Construction General Permit Stormwater Pollution Prevention Plan (SWPPP) Checklist

In accordance with Arizona's Stormwater Construction General Permit (CGP-2020), Part 6.1, an operator is to develop a Stormwater Pollution Prevention Plan (SWPPP) before submitting the Notice of Intent (NOI) for permit coverage and prior to conducting any construction activity. For construction projects initiated under CGP-2013, this checklist may also be used to update an existing SWPPP for an ongoing construction project to meet the requirements of CGP-2020.

Although the use of this SWPPP checklist is not required, operators are encouraged to use this checklist to help ensure the site SWPPP meets the requirements of Arizona's CGP-2020 (AZG2020-001). The "Descriptions" provided below do not necessarily reflect the exact wording used in the permit; rather these are stated in simplified language to provide additional guidance. (Note: If any inadvertent conflict exists between this document and the permit, the permit language prevails). The "Permit Citation" column shows you where each particular requirement is found in the CGP-2020. Use the "Location in the SWPPP" column to note the page where the requirement is addressed in your SWPPP or use "N/A" (not applicable) if your project does not include the activity or information described. Please leave the "For ADEQ Use Only" column blank. Using this SWPPP checklist will help you ensure that all the permit requirements are addressed in your SWPPP and will assist the Department in conducting a more efficient review of your SWPPP if it is required to be submitted.

Please note that your SWPPP does not have to follow the format of this checklist; the purpose of this checklist is to help ensure that your SWPPP contains all required components. This checklist includes information and guidance for preparing your initial SWPPP, as well as information to include throughout the duration of your construction project, including control measures, inspections, corrective actions, and other pertinent information.

Stormwater Pollution Prevention Plan Checklist **SWPPP Contents**	Permit Citation	Location in SWPPP	For ADEQ Use Only
All operator(s) shall sign and certify the SWPPP.	6.1(3)		
Identify the name, title, contact information and a description of the qualifications and a copy of any training certificates of each operator, or group of operators, including inspector(s), as well as the areas and phases over which each operator has control.	6.3(1); 6.3(2)		
Describe the nature of construction activities, including the size of the property, the total area expected to be disturbed by the construction activities, the construction support activity areas covered by this permit and the maximum area expected to be disturbed at any one time.	6.3(4)		
Sequence and Estimated Dates of Construction Activities			
Installation of stormwater control measures.	6.3(3)(a)		
Commencement and duration of construction activities.	6.3(3)(b)		
Cessation, temporarily or permanently, of construction activities on the site, or in designated portions of the site including the beginning and ending dates of inactive/unstaffed status, when applicable.	6.3(3)(c)		
Final or temporary stabilization of areas of exposed soil. The dates for stabilization must reflect the applicable deadlines.	6.3(3)(d)		
Removal of temporary stormwater conveyances / channels and other stormwater control measures, removal of construction equipment and vehicles, and cessation of any pollutant-generating activities.	6.3(3)(e)		

A description of the intended sequence of construction activities, including a schedule of the estimated start dates and the duration of the activity.	6.3(3)		
Site Description			
Construction site description.	6.3(4)(a)		
Describe the site and its intended use after the Notice of Termination is filed (e.g. low density residential, shopping mall, highway, etc.).	6.3(4)(a)		
The total area of the site and an estimate of the total area of the site expected to be disturbed by construction activities.	6.3(4)(b)		
The percentage of the site that is impervious (e.g., paved, roofed, etc.) before and after construction.	6.3(4)(c)		
A description of site soils including potential for erosion.	6.3(4)(d)		
For areas where it is infeasible to maintain a 50-foot buffer describe selected alternative(s).	6.3(4)(e)		
Identify and describe all material storage areas (including on-site and offsite overburden and stockpiles of dirt, borrow areas, etc.).	6.3(4)(f)		
Provide general location map (e.g., a portion of an USGS quadrangle map, a city or county map or other map) – with enough detail to identify the location of the construction site and one mile radius and the waters of the U.S. including tributaries within a one mile radius of the site.	6.3(4)(g)		
Site Maps			
Provide a site map or series of maps completed to scale showing the entire site that identifies:	6.3(5)		
• Topography of the site, existing types of cover (e.g., forest, pasture, pavement, structures), and drainage pattern(s) of flow onto, over, and from the site property before and after major grading activities.	6.3(5)(a)		
• Drainage divides and direction of stormwater flow (i.e., use arrows to show which way stormwater will flow).	6.3(5)(b)		
• Areas of soil disturbance and areas that will not be disturbed. Boundaries of the property and of the locations where construction activities will occur, noting any phasing of construction activities; locations where sediment or soil will be stockpiled; locations of any crossings of surface waters; designated points on the site where vehicles will exit onto paved roads and locations of construction support activity areas covered by this permit.	6.3(5)(c) (i – v)		
• Locations of temporary and permanent stormwater control measures identified in the SWPPP.	6.3(5)(d)		
• Locations where stabilization control measures are expected to be implemented.	6.3(5)(e)		
• Areas protected by buffers (i.e., either the 50-foot buffer or other buffer areas retained on site when within 50 feet of a perennial water), including the boundary line of all such buffers.	6.3(5)(f)		
• Locations of on-site material, waste, borrow areas, or equipment storage areas, and other supporting activities.	6.3(5)(g)		
• Locations of all potential pollutant-generating activities	6.3(5)(h)		

• Locations of all surface waters and any impaired waters or OAWs within 1/4 mile of the facility.	6.3(5)(i)		
• Stormwater outfall(s), using arrows to indicate discharge direction. Include location(s) where stormwater and/or allowable non-stormwater discharges are discharged to surface waters, and location(s) of any discharges to municipal separate storm sewer systems (MS4s) from the construction site. Note: Where surface waters and/or MS4s receiving stormwater will not fit on the plan sheet, they shall be identified with an arrow indicating the direction and distance to the surface water and/or MS4.	6.3(5)(j) (i & ii)		
• Locations and registration numbers of on-site drywells and drywells on adjacent properties that have the potential to receive stormwater from the site, if available.	6.3(5)(k)		
• Areas where final stabilization has been established and no further construction permit requirements apply.	6.3(5)(l)		
• Location and boundaries of buffer zones to be preserved.	6.3(5)(m)		
Receiving Waters			
• identify the nearest surface water that may receive stormwater discharges, including ephemeral and intermittent streams, dry washes, and arroyos. If applicable, the SWPPP shall also identify and describe any wetlands near the site that could be disturbed or that could potentially receive discharges from disturbed areas of the site. Indicate if the receiving surface water is listed as impaired, not-attaining or an OAW.	6.3(6)		
Stormwater Control Measures			
Describe all control measures that will be implemented and maintained as part of the construction project to control pollutants in stormwater and allowable non-stormwater discharges.	3.1 – 3.8 and 6.3(7)		
Erosion and sediment controls for the following: • Volume and velocity • Peak flow rates and total discharge • To minimize exposed soils and disturbance on steep slopes • To minimize sediment discharges from the site • Maintain natural buffers • Minimize soil compaction	3.3		
Site stabilization • Temporary stabilization • Final stabilization • Alternative stabilization	3.4		
Pollution prevention • Minimize the discharge of pollutants • Construction site egress • Good housekeeping • Spill prevention and response	3.5		

For each major activity identified at Part 6.3 in the project sequence of activities a description of: the control measures, including controls to minimize or eliminate non-stormwater discharges; the general sequence during the construction process or schedule that the control measures will be implemented; and which operator is responsible for the implementation of which control measures.	6.3(7)(a) (i – iii)		
Provide drawings and/or specifications for the structural control measures.	6.3(7)(b)		
Describe how sediment controls will be installed and made operational prior to conducting earth-disturbing activities.	6.3(7)(c)		
For site egress points, document the control measures that are intended to minimize tracking of pollutants from vehicles leaving the site.	6.3(7)(d)		
Summary of Potential Pollutant Sources			
Identify the location and describe any pollutant sources, including any non-stormwater discharges expected to be associated with the project, from areas other than construction (i.e., support activities including stormwater discharges from dedicated asphalt or concrete plants and any other non-construction pollutant sources such as fueling and maintenance operations, materials stored on-site, waste piles, equipment staging yards, etc.).	6.3(8)		
Describe control measures to minimize pollutant discharges.	6.3(8)		
If within 1/4 mile of an impaired water, identify sources of the pollutants of concern listed on the 303(d) list that may potentially be discharged from the construction site and describe additional or enhanced control measures to minimize discharges of these pollutants.	6.3(8)		
Use of Treatment Chemicals			
If polymers, flocculants, or other cationic treatment chemicals will be used at the site, the SWPPP shall include:	6.3(9)		
• Justification for the need for such chemicals and an assessment of potential water quality impacts.	6.3(9)(a)		
• Description of the training specific personnel have or will receive on the use and storage of any cationic treatment chemicals and/or chemical treatment systems at the construction site.	6.3(9)(b)		
• Listing of all treatment chemicals to be used at the site, a description of how the chemicals will be stored, and why the selection of these chemicals is suited to the soil characteristics of the site.	6.3(9)(c)		
• Dosage of all treatment chemicals that will be used at the site or the methodology that will be used to determine dosage.	6.3(9)(d)		
• Copy(ies) of any applicable Safety Data Sheets (SDS).	6.3(9)(e)		
• Schematic drawings of any chemically enhanced stormwater controls or chemical treatment systems to be used for application of the treatment chemicals.	6.3(9)(f)		

• Copies of applicable manufacturers specifications regarding the use of specific treatment chemicals and/or chemical treatment systems and references to state or local requirements affecting the use of these chemicals.	6.3(9)(g)		
Pollution Prevention Procedures			
Describe procedures to prevent and respond to spills, leaks, and other releases including procedures for plainly labeling containers; preventative measures between material storage and traffic areas; secondary containment provisions; procedures for material storage and handling; procedures for responding to releases - include the name or position of the employee(s) responsible for detection and response and procedures for notification of appropriate parties when a release occurs.	6.3(10)(a) (i – iv)		
Describe procedures for handling and disposing of wastes generated at the site.	6.3(10)(b)		
Documentation and Reporting Requirements (as applicable - either include in SWPPP or include a placeholder for if/when these documents are generated.)			
• A copy of CGP-2020 (**AZG2020-001**).	6.4(1)		
• A copy of the NOI submitted to ADEQ, including any correspondence related to coverage under this permit.	6.4(2)		
• A copy of the authorization certificate from ADEQ.	6.4(3)		
• Identification of any municipality that received a copy of the authorization certificate.	6.4(4)		
• Copies of any other environmental agreements (such as 404 permits, local grading permits, etc.) with any state, local, or federal agencies.	6.4(5)		
• Descriptions and dates of any incidences of significant spills, leaks, or other releases.	6.4(6)		
• Provide a written account or other documentation of repairs of structural control measures, including date(s) of discovery and when repairs were made.	6.4(7)		
• Describe which buffer alternative was selected for the site for activities located within 50 feet of a perennial water.	6.4(10)		
• Provide documentation to support the change of active to inactive and unstaffed (for inspection purposes)	6.4(11)		
• Provide a listing and description of permanent, post-construction stormwater management control measures that will be installed during the construction process to control pollutants in stormwater discharges after construction activities are complete.	6.4(13)		
Inspections, Maintenance and Corrective Action			
Identify the Qualified Personnel responsible for conducting inspections.	6.8(1)		
Identify the schedule the site will be inspected (routine, reduced, impaired/OAW schedule, inactive/unstaffed schedule, etc).	6.8(2)		
If reducing the inspection frequency, the beginning and ending dates of the reduced inspection period.	6.8(3)		
Include copies of inspection or maintenance checklists	6.8(4)		
Include copies of EACH completed inspection form.	6.4(8)		

Provide a description of any corrective action taken at the site, including triggering event and dates when problems were discovered and revisions occurred.	6.4(9)		
Include copies of corrective action report(s) with the SWPPP.	5.3		
Monitoring (for sites with outfalls located within 1/4 mile upstream of an impaired water or Outstanding Arizona Water)	1.5(3), 1.5(4), 7.0		
Provide justification / rationale as to why analytical monitoring is not necessary, if appropriate.	7.0, 7.1		
Sampling and Analysis Plan (as Appendix to SWPPP or separate document) if required	7.2		
• Location of outfalls	7.2(1)		
• Name of personnel who will perform monitoring	7.2(2)		
• Map showing areas with possibility of pollutant discharges	7.2(3)		
• Water quality parameters to be sampled	7.2(4)		
• Citation and description of sampling protocols to be used	7.2(5)		
• Identification of analytical methods and method detection limits, if applicable	7.2(6)		
• For impaired or OAW Lakes: site specific sampling proposal	7.3(4)(d)		
• Written procedures for sample collection, preservation; tracking, handling.	7.3(5)(b)		
• Identify the ADHS Licensed Laboratory used for analysis	7.3(5)(c)		
• DMR reports	7.3(5)(d)		

APPENDIX B

STORMWATER INSPECTION REPORT FORM

TOWN OF ORO VALLEY STORMWATER UTILITY

UNANNOUNCED CGP COMPLIANCE INSPECTION REPORT

SITE INFORMATION			
Site Name:		**AZPDES No:**	**Project Type:**
Address:		**City, State:** Oro Valley, AZ	**Zip Code:**
Latitude, Longitude:		**Disturbed Acres:**	**Total Acres:**
Contact #1:	**Title:**	**E-mail:**	**Phone:**
Contact #2:	**Title:**	**E-mail:**	**Phone:**
Contractor:	**Construction Site Status:** ☐ Inactive ☐ Active ☐ Complete ☐ Stabilizing		

INSPECTOR INFORMATION			
MS4 Jurisdiction: Oro Valley		**Agencies present:** ☐ County ☐ State ☐ EPA ☐ Other	
Oro Valley Inspector: choose an inspector			
Other Personnel: choose an inspector			
Reason: choose a reason	**Date:**	**Time on site:**	**Time off site:**

INSPECTION RESULTS				
ADEQ: AZPDES Construction General Permit Consistency	**Yes**	**No**	**N/A**	**Comment**
The site has a Notice of Intent (NOI) and posted the authorization number. (1)				
The SWPPP and records are on site or easily accessible during business hours. (2-7)				.
Disturbed surface(s) is temporarily or permanently stabilized. (8-10)				
Pollutant controls are properly managed (11-12)				
Oro Valley General Development Standards (27.9)	**Yes**	**No**	**N/A**	**Comment**
Interim erosion control measures shall be implemented and properly maintained (27.9.6.b)				
Permanent erosion controls shall be implemented and properly maintained (27.9.6.a.1)				.

Actions

Follow-up by TOV: ☐ None ☐ Phone Call ☐ E-mail ☐ Re-inspection ☐ Inspection Report ☐ Compliance Status Letter

Referral: ☐ None ☐ ADEQ ☐ Other _____

Action Required by Operator:

Refer to Inspection Comments on the following page.

Status:

CERTIFICATION AND SIGNATURE

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

Signature: Jane Hutchins **Date:**

F:\2 DIV STORMWATER\PROJECTS\Construction Site Inspections 4/15/2021

INSPECTION CRITERIA				
ADEQ: 2020 AZPDES Construction General Permit Consistency	**Yes**	**No**	**n/a**	**Comment**
1. Notice of Intent (NOI) complete, (Part 2.3.2) authorization number(s) posted, (Part 6.7.1)				
2. SWPPP available (Part 6.7.3) and complete (Part 6.3, 1-10)				
3. SWPPP identifies operators (Part 6.3.2) and sequence of construction activities (Part 6.3.3)				
4. SWPPP describes and properly illustrates BMPs (Part 6.3.7)				
5. SWPPP describes inspections and logs are stored in SWPPP (Part 6.4.8)				
6. SWPPP describes monitoring requirements and contains results for visual monitoring assessment and analytical results. (Part 7.0)				
7. Key staff understand stormwater management basics: SWPPP contains inspector qualifications and logs of training (Part 6.3.1, Part 4.1)				
8. On-site sediment controls are implemented & maintained (perimeter control, stockpiles, basins/traps, dry weather discharge, velocity dissipation, inlet protection, tracking) (Part 3.3. 3-6)				
9. Off-site sediment controls are implemented & maintained (stock piles, storm drain inlets) (Part 3.3.6.a-d)				
10. Erosion controls implemented (slope protection, preserve native vegetation, seeding, flow slowing) (Part 3.4. 1-3)				
11. Prevent pollution (storage, fueling, Port-a-Johns, solid waste pickup, concrete washout)(Part3.5.1-6)				
12. Submitting a Notice of Termination (Part 2.6)				
13. Submitted Final Site Stabilization Plan. (As Builts or Final Grading and Paving Plan)				

INSPECTION COMMENTS

1.

If action is needed by the Operator, then call Inspector Jane Hutchins (520-373-4729) within seven calendar days of the date of this report to schedule a re-inspection. Thank you for your cooperation.

	STANDARD OPERATING POLICY AND PROCEDURE Public Works Department Stormwater Utility Division	**Number:** **60-05**
Subject:	**Post-Construction Site Inspection Procedure** **Minimum Control Measure #5 (MCM)**	**Effective Date:** 05/05/21
Approval:	John Spiker P.E., Stormwater Utility Division Manager	**Revised Date:** 05/05/21

1. PURPOSE

The purpose of the post-construction inspection procedure includes the following:

1. A reduction in the discharge of pollutants, to the maximum extent practicable, to the municipal separate storm sewer systems (MS4) permit area by completed construction projects. This is done through verification of the following:
   1.1. Post construction site planning procedures are implemented and will reduce impacts to stormwater quality.
   1.2. Structural and non-structural control measures are implemented and all temporary best management practices (BMPs) have been removed.
   1.3. All post construction activities are operating in compliance with Town of Oro Valley code.
2. Post construction inspections are performed in accordance with the Arizona Department of Environmental Quality (ADEQ) small MS4 permit AZG2016-002 requirements found in section 6.4.5.

2. DISTRIBUTION

2.1. Public Works Stormwater Utility field personnel.

3. REVISIONS

NA

4. PROCEDURE

The ADEQ 2016 Small MS4 permit requires all completed construction sites be inspected and assessed for effective post-construction stormwater control. All finished construction sites shall be inspected no later than one year after cessation of construction activities. The procedures for data processing, field inspections, follow-up documentation and enforcement actions are outlined with the ultimate goal of bringing land management activities in compliance with Town of Oro Valley ordinances, and policies.

4.1. Update the Town of Oro Valley construction site inventory.

For the purposes of inspection planning and data management, a Cartegraph SWPPP Asset of all construction projects within the Town of Oro Valley is utilized for compliance with MCM #5. The construction sites known to have filed for a Notice of Termination (NOT) with ADEQ or sites observed to have completed construction activities will be logged as **Post Construction** in the

current site status box within Cartegraph. The date of the NOT or the date of the last inspection will serve as the beginning of the Town of Oro Valley post-construction inspection period.

4.2. Town of Oro Valley Post-Construction inspection procedure.

Post-construction inspections document how well the applicable stabilization measures have been implemented. The inspection also includes verification that the temporary construction phase BMPs have been removed. The following criteria ensure Town of Oro Valley regulatory inspection compliance and that conveyance systems and pertinent structures are adequate to transport stormwater peak flow rates and minimize erosion at outlets.

4.2.1. Prepare inspection reports (IR) and maps for the inspection. See Appendix A

4.2.2. Present credentials (name, title and qualifications) to the property owner prior to entering the property.

4.2.3. Perform a site inspection looking for maintenance of flow structures, signs of erosion, and presence of temporary BMPs not removed by construction contractor.

4.2.4. Log the results in the Post-construction Site Inspection Report and the compliance status (in compliance or out of compliance).

4.2.5. Send a copy of the inspection report to the property owner by mail, or e-mail if available.

4.2.5.1. Letter of Compliance (LOC)
A Letter Of Compliance will be issued to the property owner if the project site has complied with the terms of the permit and found to be sufficiently stabilized.

4.2.5.2. Notice of Opportunity to Correct (NOC)
A Notice of Opportunity To Correct will be issued to the property owner identifying a potential violation with a requirement to respond to the Town with solutions to rectify the issue within 7 days from issuance of letter. Notify Stormwater Utility Division Manager.

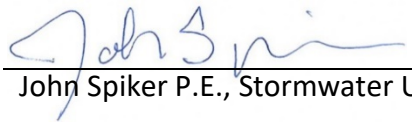
4.2.5.3. Notice of Violation (NOV)
A Notice of Violation will be issued by the Stormwater Utility Division Manager for projects that present an impact to Public health, safety or welfare or have been found to be non-responsive to the Notice of Opportunity To Correct.

4.3. Town of Oro Valley Post-Construction Enforcement Response Procedures

4.3.1. If the property is out of compliance, notify the property owner the site is out of compliance with Town of Oro Valley code by sending the IR with a Notice of Violation (NOV).
4.3.2. Notify the Stormwater Utility Division Manager
4.3.3. Track response from property owner and contact within specified time frames.
4.3.4. Inspect site after owner has identified the site is in compliance. Evaluate if the site is in compliance and the case can be closed or if additional actions are required.

4.3.5. Close out the NOV or proceed to escalated enforcement.

APPROVAL



May 5, 2021

John Spiker P.E., Stormwater Utility Division Manager — Date

AUTHORIZED

May 5, 2021

Aimee Ramsey, Assistant Director — Date

Appendix A

Post Construction Site Inspection Form

TOWN OF ORO VALLEY STORMWATER UTILITY

UNANNOUNCED CGP COMPLIANCE INSPECTION REPORT

SITE INFORMATION			
Site Name:		**AZPDES No:**	**Project Type:**
Address:		**City, State:** Oro Valley, AZ	**Zip Code:**
Latitude, Longitude:		**Disturbed Acres:**	**Total Acres:**
Contact #1:	**Title:**	**E-mail:**	**Phone:**
Contact #2:	**Title:**	**E-mail:**	**Phone:**
Contractor:	**Construction Site Status:** ☐ Inactive ☐ Active ☐ Complete ☐ Stabilizing		

INSPECTOR INFORMATION			
MS4 Jurisdiction: Oro Valley		**Agencies present:** ☐ County ☐ State ☐ EPA ☐ Other	
Oro Valley Inspector: choose an inspector			
Other Personnel: choose an inspector			
Reason: choose a reason	**Date:**	**Time on site:**	**Time off site:**

INSPECTION RESULTS				
ADEQ: AZPDES Construction General Permit Consistency	**Yes**	**No**	**N/A**	**Comment**
The site has a Notice of Intent (NOI) and posted the authorization number. (1)				
The SWPPP and records are on site or easily accessible during business hours. (2-7)				
Disturbed surface(s) is temporarily or permanently stabilized. (8-10)				
Pollutant controls are properly managed (11-12)				
Oro Valley General Development Standards (27.9)	**Yes**	**No**	**N/A**	**Comment**
Interim erosion control measures shall be implemented and properly maintained (27.9.6.b)				
Permanent erosion controls shall be implemented and properly maintained (27.9.6.a.1)				

Actions

Follow-up by TOV: ☐ None ☐ Phone Call ☐ E-mail ☐ Re-inspection ☐ Inspection Report ☐ Compliance Status Letter

Referral: ☐ None ☐ ADEQ ☐ Other _____

Action Required by Operator:

Refer to Inspection Comments on the following page.

Status:

CERTIFICATION AND SIGNATURE

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

Signature: **Date:**

TOWN OF ORO VALLEY STORMWATER UTILITY

UNANNOUNCED CGP COMPLIANCE INSPECTION REPORT

INSPECTION CRITERIA

ADEQ: 2020 AZPDES Construction General Permit Consistency	Yes	No	n/a	Comment
1. Notice of Intent (NOI) complete, (Part 2.3.2) authorization number(s) posted, (Part 6.7.1)				
2. SWPPP available (Part 6.7.3) and complete (Part 6.3, 1-10)				
3. SWPPP identifies operators (Part 6.3.2) and sequence of construction activities (Part 6.3.3)				
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6. SWPPP describes monitoring requirements and contains results for visual monitoring assessment and analytical results. (Part 7.0)				
7. Key staff understand stormwater management basics: SWPPP contains inspector qualifications and logs of training (Part 6.3.1, Part 4.1)				
8. On-site sediment controls are implemented & maintained (perimeter control, stockpiles, basins/traps, dry weather discharge, velocity dissipation, inlet protection, tracking) (Part 3.1.1)				
9. Off-site sediment controls are implemented & maintained (stock piles, storm drain inlets) (Part 6.3.4.F)				
10. Erosion controls implemented (slope protection, preserve native vegetation, seeding, flow slowing) (Part 3.2.1)				
11. Prevent pollution (storage, fueling, Port-a-Johns, solid waste pickup, concrete washout) (Part3.5 1-6)				
12. Discharging basins and impoundements, outlet structures withdraw water from the surface.(Part 3.7)				
13.				

INSPECTION COMMENTS

Post Construction Site Inspection:

If action is needed by the Operator, then call Stormwater Utility Inspector (520-229-4850) within seven calendar days of the date of this report to schedule a re-inspection. Thank you for your cooperation.

Attachment I: Sampling and Analysis Plan.

Section 1. Introduction

1.1 Background

The Town of Oro Valley operates its storm drainage system under the authorization of the Arizona Pollution Discharge Elimination System (AZPDES) General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Sewer Systems (MS4s), hereafter referred to as the MS4 General Permit. The current MS4 General Permit, issued by the Arizona Department of Environmental Quality (ADEQ) is effective from September 30, 2021 through September 29, 2026.

In accordance with Section 7.2 of the MS4 General Permit, The Town is required to sample stormwater discharges from the MS4 to protected surface waters at the outfalls identified by the Town in Part 7.2(4) of the permit. The Town is required to sample stormwater discharges from the MS4, as required in Appendix B, one (1) time within the first two (2) years of the effective date of the permit. This monitoring requirement is intended to provide discharge characterization data of stormwater discharges from the MS4 to State of Arizona listed protected surface waters.

1.2 Purpose

This plan was created to better understand/Estimate pollutant loading into state listed protected surface waters from Town of Oro Valley outfalls. This sampling and analysis plan will describe the Town's wet weather stormwater characterization monitoring program for the 2021 through 2026 permit term.

Section 2. Town of Oro Valley Receiving Water Bodies

2.1 Receiving Water Body Overview

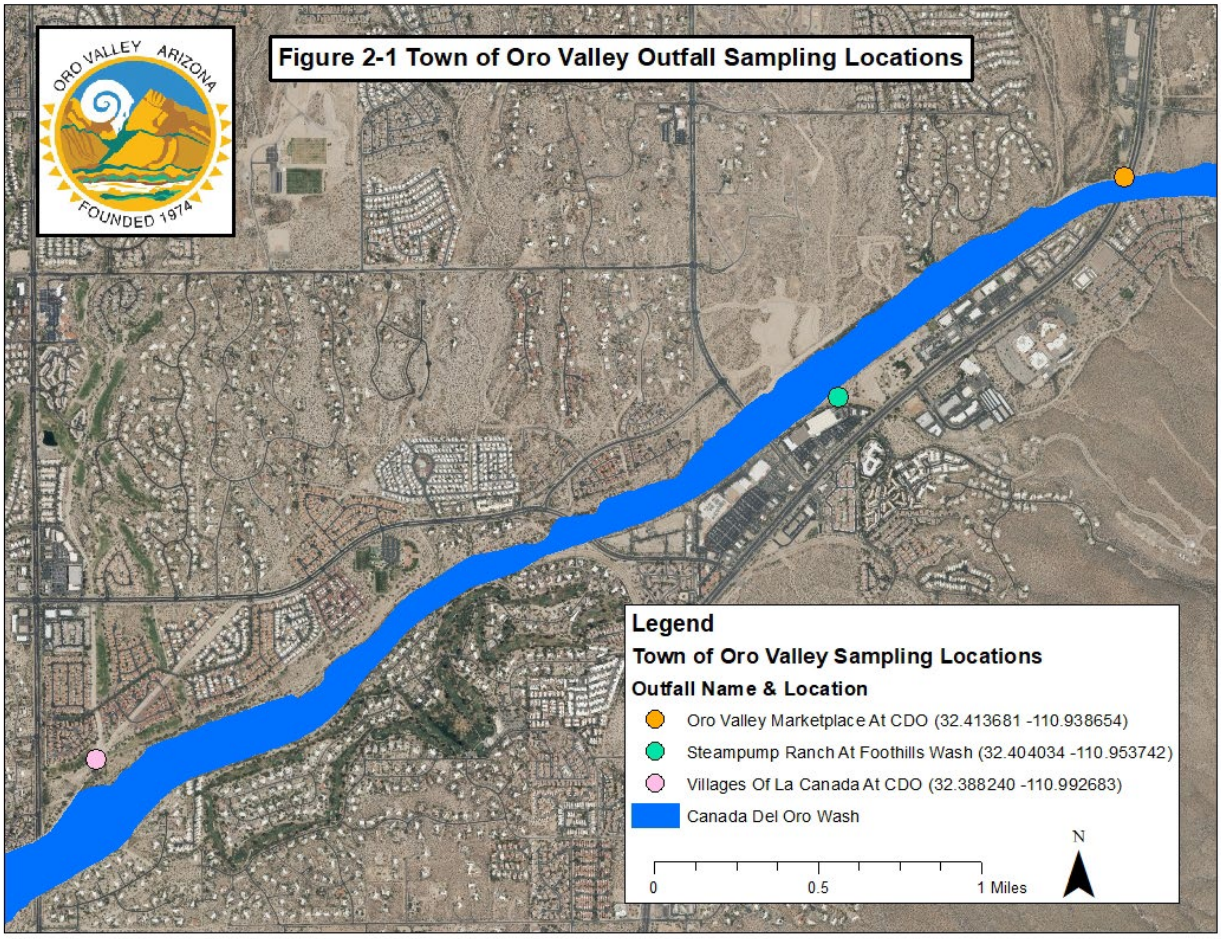
Two State of Arizona protected surface waters exist within the Town of Oro Valley, (none of which are impaired or outstanding surface waters). These surface waters are The Canada Del Oro Wash (State Highway 77 to Town Limits) and Big Wash (Town Limits to Canada Del Oro Wash). Town of Oro Valley municipal outfall sampling locations and associated receiving waterbodies are identified in Table 2-1. Figure 2-1. provides a map of the Town's outfalls and associated receiving waterbodies.

Table 2-1 Town of Oro Valley Municipal Outfall Sampling Locations.

Monitored Outfall Number	Receiving Water	Status (Outstanding/Impaired)	Outfall Name & Location
MO-1	Canada Del Oro Wash	No	Oro Valley Marketplace at CDO (32.413681 -110.938654)
MO-2	Canada Del Oro Wash	No	Villages Of La Canada at CDO (32.388240 -110.992683)

MO-3	Canada Del Oro Wash	No	Steampump Ranch at Foothills Wash (32.404034 -110.953742)

Of the 23 identified outfalls within the Town of Oro Valley all sampling sites (3 municipal outfalls) are located along the Canada Del Oro Wash. Of the remaining 20 outfalls, 11 are located on private property with 9 along Big Wash near the Oro Valley Marketplace and 2 along the CDO. 9 other outfalls exist along the CDO, with 6 being municipal and 3 that fall under Pima County jurisdiction. According to the 2021 MS4 General Permit "the identified outfalls for this one-time characterization monitoring must be reported in a discharge monitoring report (DMR), including the identification of the land use for the area served by the outfall from the following three uses: residential, commercial, industrial. The permittee's selected outfalls must be representative MS4 dischargers and discharge to a protected surface water". The Town of Oro Valley has no industrial sites discharging into or near a State listed protected surface water. The monitoring locations will be representative of the general land uses within the Town and will be a mixture of 1 residential and 2 commercial outfalls along the Canada Del Oro watercourse. For a map of the 3 outfalls being monitored through this plan, see figure 2-1 below.



Section 3. Stormwater Characterization Monitoring Constituents and Personnel

3.1 Analytical Constituents

Stormwater runoff from urbanized areas may contain high concentrations of toxic metals, hydrocarbons, pesticides, bacteria, nutrients, and sediments. It is essential that sample analyses meet specific criteria. These analytic objectives for the Town of Oro Valley samples are shown in Appendix A of this document, which outlines the sampling parameters, units of measure for each parameter, the monitoring frequency, and the monitoring type to be used for this plan.

3.2 The Sampling Team

The Sampling Team refers to all Stormwater Utility personnel who may be involved in the characterization monitoring program. See Table 3-1 for a list of Town of Oro Valley personnel involved in this sampling and analysis plan.

Table 3-1 Responsible Personnel

Name	Title	Contact
John Spiker	Stormwater Utility Division Manager	520-229-5044
Scott Bennett	Stormwater Utility Analyst	520-229-4879
Jane Hutchins	Stormwater Utility Inspector	520-229-4883
John Lynch	Stormwater Utility Project Manager	520-229-4881
Dennis Roberts	Stormwater Utility Senior Engineer	520-229-4818

3.3 Sampling Method

For storm water discharges associated with this sampling and analysis plan, the Town of Oro Valley will to the maximum extent practicable, sample during the first 30 minutes of a discharge associated with each rain event. Manual grab samples have been chosen as the sampling method for this program. This technique has been found to be most suitable for every constituent on the list of pollutants to be monitored in the AZG2021-002 MS4 General Permit. Manual grab samples will be taken at each site per the sampling protocols described in the *NPDES Storm Water Sampling Guidance Document* (U.S. Environmental Protection Agency, July 1992). According to this document, "a grab sample is a discrete, individual sample taken within a short period of time (usually less than 15 minutes). Analysis of grab samples characterizes the quality of a storm water discharge at the given time of the discharge." Samples will be collected in clean, labeled bottles provided by the contracted laboratory. If necessary, an extension pole, rope or other apparatus will be used to aid the sampling crew in safe sample collection.

Section 4. Analysis

4.1 Analytical Methods and Related Method Detection Limits

The citations for the analytical methods and related detection limits for the Town of Oro Valley stormwater characterization monitoring program are as follows:

Total Cyanide - SM 4500 CN E
Sb, Cd, Ag & Tl - EPA 200.8
Ba, Be & Ni - EPA 200.7
Hg – EPA 245.1
608.3 Modified/Expanded - EPA 608
625.1 Modified/Expanded - EPA 625
624.1 List with 2-CEVE/AC/AC - Varies