

**Appendix W**  
**SWMP Documentation Process**

**Farmington City SWMP Documentation Process**  
**November 1, 2010**

1. Implementation of the Farmington City Storm Water Management Plan (SWMP) will be under the oversight of the Storm Water Official (SWO).
2. The SWO will be responsible for enforcing the requirements of the City's storm water ordinance and the MS4 permit requirements.
3. All SWPPPs will be reviewed by the SWO and will be kept in the SWO office or in storage facilities at the Farmington City Hall.
4. Inspection reports will be kept in files in the SWO office. These files may either be hard copy or electronic files.
5. Enforcement action documentation will be kept by the storm water official. Actions on individual homes will be kept in the building permit files, and may be kept in electronic files as well. Violations for subdivision developments will be kept in the subdivision files, and may be kept in electronic files as well. Documentation of other types of violations will be kept in an electronic file.
6. The tracking of SWMP implementation will be done at the annual review of the SWMP as part of the UPDES reporting process.
7. Documentation for parts of the SWMP that are shared responsibilities of the Davis County Storm Water Coalition will be conducted as shown on the attached Table 1.

**Public Education and Outreach**

The responsibilities for public education and outreach will be shared with the Davis County Storm Water Coalition. Please see Table 1 for the documentation process for this minimum control measure.

**Public Involvement and Participation**

1. The Davis County Storm Water Coalition will hold meetings that are open to the public for input and participation. The minutes of the meetings will be kept in record with the Chairman of the Coalition, and will be made available to the City upon request. Minutes may also be kept electronically on the Storm Water Official's computer.
2. A public hearing will be scheduled whenever the SWMP is to be adopted or amended. The public will have the opportunity to have input during this hearing. The minutes of the hearing will be kept on record at Farmington City Hall.
3. The SWMP will be posted on the Farmington City web site. There will be a link provided for comments and public input on the SWMP through this site. A file containing comments received through the web site or by other means will be kept by the SWO.

**Illicit Connection and Illicit Discharge Detection and Elimination**

1. The records for illicit discharge inspections will be kept in the office of the SWO.

2. Records of calls to the illicit discharge hotline are kept by Davis County Public Health, and are provided to the City on a regular basis.
3. A GIS data base may be set up to link individual discharge points in the City's MS4 with inspection reports as they are created.
4. The current storm drain system map will be kept in the GIS data base at Farmington City Hall.
5. Copies of material distributed to the public will be available in the SWO office at City Hall.

### **Construction Site Runoff Control**

1. A copy of all SWPPP reviews for new developments/redevelopment and residential construction will be kept in the SWO office at City Hall.
2. Copies of the SWMP, annual reports, the storm water ordinance and other relevant documents as required will be kept at the office of the SWO in Farmington City Hall.
3. Records of all inspections, notices of violation and other actions will be kept in the office of the SWO at Farmington City Hall.

### **Post-Construction Storm Water Management in Development and Redevelopment**

1. Plan reviews of proposed developments will be kept on file in the Farmington City Planning Department. This will include any inquiries for information concerning post-construction BMPs including green infrastructure and low impact development considerations.
2. The inventory of the post-construction structural storm water control measures will be kept at City Hall in the office of the SWO.
3. The inspection schedule for long-term storm water management facilities will be kept in the office of the SWO.
4. Documentation of training for staff will be kept in the office of the SWO, including attendance lists, training agendas and dates.
5. The plan to retrofit existing developed sites that are adversely impacting water quality will be kept at the SWO office.

### **Pollution Prevention and Good Housekeeping for Municipal Operations**

1. The inventory of city-owned facilities will be kept in the office of the SWO.
2. The assessment of the inventory of municipal facilities and operations will be kept in the SWO office.
3. SOPs will be kept at the municipal facilities and in the SWO office.
4. Records of training including attendance, agenda and dates will be kept in the SWO office.
5. The inventory of floor drains will be kept in the SWO office and at the public works offices.
6. The map of all storm drains located on the property of City owned or operated buildings will be kept in the SWO office and the Public Works offices.

7. Records of inspections of municipal facilities will be kept at the SWO office and the Public Works offices.
8. UPDES permits will be kept in the SWO office and the Public Works offices.
9. The process to assess water quality impacts in the design of all new flood management structural controls that discharge to the City storm water system will be kept at the SWO office.
10. The assessment of the existing flood management structural controls to determine whether changes or additions should be made to improve water quality will be kept at the SWO office.