

**TOWN OF GUADALUPE**

**STORMWATER  
MANAGEMENT PROGRAM  
(SWMP)**

**FOR FULFILLING THE REQUIREMENTS OF THE  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)  
GENERAL PERMIT**

**SUBMITTED TO:  
ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER PERMIT SECTION  
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## ABBREVIATIONS / ACRONYMS

AAC	Arizona Administrative Code
ACDC	Arizona Canal Diversion Channel
ADEQ	Arizona Department of Environmental Quality
ATD	Authorization to Discharge
AZPDES	Arizona Pollutant Discharge Elimination System
BMP	Best Management Practices
CFR	Code of Federal Regulations
CWA	Clean Water Act
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
FCDMC	Flood Control District of Maricopa County
GIS	Geographic Information System
HHW	Household Hazardous Waste
IDDE	Illicit Discharge Detection and Elimination
IC	Illicit Connection
ID	Illicit Discharge
LID	Low Impact Development
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MPA	Municipal Planning Area
MS4	Small Municipal Separate Storm Sewer System
MSGP	Multi Sector General Permit
NOI	Notice of Intent
NOT	Notice of Termination
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
SOP	Standard Operating Procedure
SPA	Special Planning Area
SWMP	Storm Water Management Plan (also referred to as a Storm Water Management Program)
SWPPP	Storm Water Pollution Prevention Plan
TMDL	Total Maximum Daily Load
USGS	United States Geological Survey

## Introduction

The purpose of this Stormwater Management Program (SWMP) is to fully adhere to the Arizona Department of Environmental Quality (ADEQ) general permit (AZG 2002-002) for the discharges of Stormwater from the Town of Guadalupe's Municipal Separate Storm Sewer System (MS4). The Town of Guadalupe intends to discharge under the aforementioned permit and has accordingly completed the Notice of Intent (NOI) and the present SWMP in accordance with Part III and Part IV of said permit. The intention of the Town is to have implemented all the practices found in this SWMP on the dates shown throughout this SWMP. This SWMP will be reviewed and updated annually per ADEQ guidelines.

The Town of Guadalupe sits on an area less than one square mile surrounded on the west by the I-10 Freeway and the City of Phoenix; on the north, east and south the Town is surrounded by the City of Tempe. About 6,000 people call the Town of Guadalupe home.

The Town's record in matters of Stormwater management has been lacking in the past. With the recent contract with Dibble, the Town's Engineer, elaboration of this SWMP and its subsequent application and record-keeping, the Town intends to rectify all matters.

The Town Obtains water via an agreement with the City of Tempe. The City of Tempe also provides Wastewater Treatment services to the Town's collection system.

Restaurants and other businesses are regulated by Maricopa County and ADEQ.

The Town is confident that, with the recent contract with Dibble, it will be able to implement and enforce the matters presented in this SWMP.

### **Stormwater Management Program**

The Town has evaluated the permit requirements for the six minimum control measures specified in Part V.B. of the general permit. Based on that review, the Town has selected best management practices (BMPs) for each control measure that the Town believes will accomplish the goal of reducing pollution from stormwater runoff to the maximum extent practicable (MEP).

The Town has identified dates by which implementation of each BMP will begin, targeted completion dates for full implementation of each BMP, measurable goals and responsible persons for each action.

The plan is presented by Minimum Control Measures as listed in Part V.B. of the Arizona General Permit and is broken down by Control Measures.

### **TABLE 1.1**

Public Education and Outreach on the Impact of Stormwater: BMPs and Measurable Goals.  
 The Town of Guadalupe will implement a public education program to disseminate educational materials related to the impact of stormwater discharges and the various ways the general public can assist in the effort, as follows:

Permit Condition	BMP	MEASURABLE GOALS	START DATE	TARGET DATE IMPLEMENTATION
Part V.B.1.a	1. Develop a presentation on stormwater pollution prevention and present it to Town Council.	Presentation to Council	September 2023	January 2023 <b>DONE</b>
Part V.B. 1.a	2. Develop/distribute flyers on stormwater pollution prevention practices to landlords, businesses and schools. Those will available at the public library as well.  Install signs on retention basins alerting residents not to throw trash.  Install trash receptacles on retention basins.	Design flyers  Distribute flyers  Purchase/Install signs  Purchase/Install Trash receptacles	June 2016  September 2016  May 2017  May 2017	September 2016 <b>DONE</b>  Continued Annually  June 2023 <b>PENDING</b>  June 2017 <b>DONE</b>
Part V.B. 1.a	3. Obtain educational materials on stormwater pollution prevention practices. The material will contain the name and phone number of Dibble to whom questions and concerns can be directed.	Obtain materials  Distribute materials by means of mass mailings. Make them available at Town Hall	June 2016	September 2016 <b>DONE</b>  Continued Annually

Part V.B. 1.a	4. Develop and provide information in an easy-to-read language for distribution to youth groups at Boys and Girls Club and Community College.	Acquire material  Distribute material, record dates	February 2017  May 2017	May 2017 <b>DONE</b>  Material distributed annually.
Part V.B. 1.a	5. Develop pollution prevention educational material suitable for a teacher to present to elementary school students in the classroom.	Develop/acquire material; discuss with school.  Have teachers present the material; record presentation dates	January 2017  April 2017	May 2017 <b>DONE</b>  Material presented Annually.
Part V.B.1.a	Create a 'Stormwater Corner' at Town Hall where residents and visitors can see educative posters informing the public of the benefits of following stormwater guidelines and preventing littering, among others.  Additionally, make this SWMP available to the general public by posting it to the Town's web page.	Acquire suitable material.  Choose a convenient display location at Town Hall.  Coordinate the work with the Town's IT manager.	June 2016  September 2016  February 2017	September 2016 <b>DONE</b> Display updated yearly.  <b>DONE</b> Updated as needed

**TABLE 1.2**  
Public Education and Outreach: Additional Information

Permit Citation	Additional Information
Part V.B.1.b.i	Distribute flyers and other informational material to homeowners, Pascua Yaqui offices, landlords and businesses. The material will also be available at Town Hall and the Public Library. The presentations will be done annually to the Town Council and at the elementary school.
Part V.B.1.b.ii	The distribution of flyers and other educational material will be sent to homeowners, landlords and businesses (in mass mailings with the newsletter and/or by hand delivery). The literature will be available at Town Hall, the Public Library, the Pascua Yaqui Tribal Office and the two youth organizations.
Part V.B.1.b.iii	The target audience for the education and implementation of the SWMP consists of the Town residents and businesses. According to the 2020 Census the

	population is 6,570. There are 51 businesses and 400 landlords in the Town. The most likely targets are plant debris, empty bottles and cans, food wrappers, discarded furniture, various household items and discarded tires.
Part V.B.1.b.iv	The Town plans to approach this effort vigorously. It is expected that at the end of any given year the Town of Guadalupe's SWMP education and outreach efforts would have reached about 95% of homes, landlords and business operators. Business include car wash, restaurants, recycling sites, hotel, retail, other, for a total of 51 business.
Part V.B.1.b.v and vi	Please see Table 1.1 for the applicable dates of beginning and achieving the various goals.
Part V.B.1.vii	In order to ensure continuity of compliance there will be one person directly responsible for the enforcement of the SWMP, one assistant and one person in charge of field operations, as follows: Town Manager, Jeff Kulaga (480.505.5367) will be directly in charge; the Town's Director of Development, Nancy Holguin (480.505.5363) will be assisting, and the person responsible of field operations will be Dibble (602.957.3936). To provide an effective service and have qualified personnel capable of educate the Town's workforce, Marc Stern, Dibble, has taken the NPDES coursework to become a Certified Stormwater Inspector.

**Table 2.1**

Public Involvement and Participation

The Town of Guadalupe will develop a plan to encourage public involvement and participation in the implementation of the SWMP. The aim of the plan will be to make the public a stakeholder throughout.

The Town will comply with all applicable state and local public notice requirements when implementing the public participation and involvement program.

Permit Citation	Best Management Practices	Measurable Goals	Start Date	Target Date Implementation
Part V.B.2.a	1 The Town Council, being kept up-to-date with the effort, will serve in the capacity of Advisory Body.	Approval of BMPs and annual updates.	March 2017	Annually <b>DONE</b>
		Developing/approving a budget for BMPs enforcement.	April 2017	Annually
		Assess the adequacy of funds allocated for current year.	April 2017	Annually

Part V.B.2.a	Create volunteer groups and organize activities such as trash collection and distribution of flyers. Dibble, with the support from the Town management, will head this effort.	Count the number of volunteer groups and how many members in each.  Keep record of activities. Take pictures.	March 2017	Spring and Fall, every year <b>DONE</b>
Part V.B.2.a	Invite Pascua Yaqui Tribal management to educate Tribal members. Elicit suggestions for improvement of the plan.  Encourage reports of stormwater and non-stormwater pollution issues.	Record the number of presentations and members attending.  Keep record of suggestions.  Make blank reports available.  Record the number of reports submitted	March 2017   March 2017	Annually <b>PENDING</b>  Annually <b>PENDING</b>

**Table 2.2**  
Public Participation and Involvement: Additional Information

Permit Citation	Additional Information
Part V.B.2.b	The Town of Guadalupe will fully comply with state and local public notice requirements when implementing the public involvement and participation program.
Part V.B.2.c.i	The Town Mayor and Council will be key players in guiding and approving all activities related to public participation and community involvement. Given the neighborhood nature of the Town, it is fully expected that the majority of the residents will respond positively to input from Council members and the Mayor’s office.  The intent of the Guadalupe SWMP is to reach out to adults and children in youth organizations, as well as residents and business. The Town Council will be encouraged to elicit continued participation from the residents. The Council members will be invited to share their experiences in reaching out to friends, relatives, neighbors.
Part V.B.2.c.ii	Calle Guadalupe divides the Town into North and South, while Avenida del Yaqui divides the Town into East and West; effectively creating four quadrants.

	The Town will organize annual volunteer cleanup activities for each one of those quadrants. The participants will be duly informed of the value of their participation. The activities will include stormwater-related items such as gutter cleaning and debris removal.
Part V.B.2.c.iii	The Town Manager, the Assistant Town Manager, and the Dibble will be the primary venues for receiving and reviewing public comments. The Town will encourage comments and input from the public as well as notifications of unlawful discharges. The Town will establish procedures to acknowledge and follow up promptly with input or notifications of un-authorized discharges.
Part V.B.2.c.iv	The Town staff and Town Council will issue notices as the need arises. Additionally the public will have access to SWMP and NOI through flyers and other educational tools. Said materials will be available at the Town Hall.
Part V.B.2.c.v and V.B.2.c.vi	A list of measurable goals and dates for beginning and achieving goals included in Table 2.1.
Part V.B.2.c.vii	The Town Manager, Jeff Kulaga, will be responsible for implementing public involvement and participation activities. The Assistant Town Manager, Amanda Nelson, will assist on this. Thw SWMP activities will be followed up by Dibble.

**Table 3.1**  
Illicit Discharge Detection and Elimination

Part V.B.3.a.i.

The Town of Guadalupe will develop, implement and enforce a program to detect and eliminate illicit discharges into Guadalupe storm drains and washes exempting, generally speaking, the following:

- |   |                              |
|---|------------------------------|
| Water line flushing                               | Lawn watering                |
| Landscape irrigation                              | Residential car washing      |
| Diverted stream flows                             | Street wash water            |
| Discharges from riparian habitats and wetlands    | Water from crawl space pumps |
| Dechlorinated swimming pool discharges            | Footing devices              |
| Rising ground waters                              | Foundation drains            |
| Uncontaminated pumped groundwater                 | Springs                      |
| Discharges from emergency firefighting activities | Irrigation water             |
| Discharges from potable water sources             |                              |
| Air conditioning condensate                       |                              |
| Or,   |                              |

Part V.B.3.a.ii.

Occasional incidental non-stormwater discharges (e.g. noncommercial or charity car washes, runoff from landscape irrigation, runoff from exterior washing and other, similar discharges) that the Town does not expect to be the source of significant pollution to its stormwater drainage system because of either the nature of discharges, or conditions the Town has established regulating these discharges (e.g. a charity carwash with appropriate controls on frequency, proximity to sensitive water bodies, BMPs on the fresh water, others). The Town of Guadalupe will identify other incidental non-stormwater discharges and appropriate BMPs in response.

**Table 3.1**

Illicit Discharge Detection and Elimination

Detection and Elimination: BMPs and Measurable Goals

Permit Citation	Best Management Practices	Measurable goals	Start Date	Target Date Implementation
Part V.B.3.b	<p>The overflow of the existing basins will continue along the historic flow paths and/or bleed off pipes. The north basin uses a bleed off pipe to drain to the existing ADOT storm drain alongside of Interstate 10.</p> <p>The northeast basin outfalls to the west, towards the Highline Canal. A bleed off pipe from the Central Basin discharges into a 24" SRP irrigation lateral along Calle Guadalupe.</p> <p>The south basin will drain east in the direction of the Highline Canal. In the event of a storm, the Town forces will field check the outfalls and bleed off piping, inlets into the basins and will keep/provide field observation records.</p> <p>The Town forces will inspect, monthly, the inlet of each one of the bleed off pipes to prevent clogging. Please see Attachment 1.</p>	<p>The Town's Engineer will conduct monthly inspections of the basins.</p> <p>Monthly reports of inspections will be prepared. Please see Attachment 2 for an inspection form.</p>	<p>February 2017</p> <p>February 2017</p>	<p>Continuous DONE FOR 2016, UP-TO-DATE FOR 2023</p> <p>Continuous DONE FOR 2016, UP-TO-DATE FOR 2023</p>
Part V.B.3.b	<p>The Town of Guadalupe has developed an overall, GIS-based drainage map, showing the existing basins, storm runoff systems, drywell locations, the</p>	<p>Maintaining and updating the drainage</p>	<p>September 2016</p>	<p>October 2016 DONE</p>

	existing flow routes and discharges. Please see Attachment 1.	map as required		
Part V.B.3.c	<p>The Town of Guadalupe is working on an Ordinance prohibiting non-storm water discharges into the established storm drainage and runoff system. The same ordinance will require new construction to practice erosion control, sediment control and to properly and quickly dispose of not-used building materials, packaging materials, chemicals, litter and sanitary waste, among others. Contractors are to set up construction trucks washouts as well.</p> <p>The ordinance will address identification and notification of the violator as well as punitive measures, as noted on the Ordinance. To that effect the Town will conduct monthly inspections of the public areas. Please see Attachment 2 for a blank form of the 'Monthly Report on Public Areas'.</p>	<p>Develop Ordinance.</p> <p>Notify public of the implications of the ordinance.</p> <p>Keep appropriate records. This task will be the responsibility of the Town Manager, currently Jeff Kulaga</p>	<p>Dec. 2017</p> <p>As outlined in Section 1</p> <p>February 2017</p>	<p>March 2017 DONE</p> <p>Annually</p> <p>Continuous DONE</p>
Part V.B.3.d	<p>A Detection and Identification of sources of non-stormwater discharges will be executed jointly by Town forces, the Fire Department and, to some extent, the police.</p> <p>To the extent practicable, the Town will use available educational materials to inform the public utilizing public domain publications such as: 'Illicit Discharge Detection and Elimination A Guidance Manual for Program Development and Technical Assessments'.</p> <p>The public will be encouraged to supplement the Town's efforts and to notify the Town of any non-stormwater</p>	<p>Report and keep record of discharges identified as well as the corrective measures taken.</p> <p>Follow up and keep records of discharges</p>	<p>March 2017</p> <p>March 2017</p>	<p>Annually DONE. ON-GOING</p> <p>Continuous DONE. ON-GOING</p>

	<p>discharges by phoning in or filling a report titled 'Public Report', please see Attachment 2 for a blank form.</p> <p>The Town will determine whether further follow-up investigation is warranted. The Town will keep detailed records of any and all discharges for a minimum of 5 years. The Town Building Inspector, currently Willdan will be at the forefront of this activity.</p>	<p>reported by the public.</p> <p>Providing a phone number to the public to make reports.</p>	<p>March 2017</p>	<p>Continuous DONE. ON-GOING</p>
Part V.B.3.e	<p>Dibble as a Certified Stormwater Inspector will give seminars to Town forces on matters such as the hazards associated with illegal discharges and improper disposal of waste. The public will also be invited.</p> <p>Through its website the Town will make available to the residents the publication 'Illicit Discharge Detection and Elimination A Guidance Manual for Program Development and Technical Assessments'.</p> <p>As needed, the Town will seek assistance from ADEQ on these matters.</p> <p>The Town will routinely mail letters to neighbors who do car repairs on their driveways, or on the street, advising them of the possibility of penalties associated with this type of activity.</p> <p>The Town Manager, Jeff Kaluga will head this effort assisted Dibble.</p>	<p>Gathering educational material to make presentation to Town forces and to residents.</p> <p>Upload publications into the Town's website.</p> <p>Mail flyers to residents.</p> <p>Send letters to offenders</p> <p>Keep record of speakers and attendees.</p>	<p>March 2017</p> <p>February 2017</p> <p>February 2017</p> <p>October 2017</p> <p>February 2017</p>	<p>Annually DONE. ON-GOING</p> <p>DONE.</p> <p>Annually DONE. ON-GOING</p> <p>As Needed DONE. ON-GOING</p> <p>Annually DONE. ON-GOING</p>
Part V.B.3.f	<p>Town staff, in conjunction with the Fire Department will conduct 'dry weather' field screening on a monthly basis, focusing particularly on ditches, depressed areas, parks and other areas where water can concentrate.</p>	<p>See measures in Part V.B.3.d</p>	<p>January 2017</p>	<p>Monthly DONE. ON-GOING</p>

	<p>If the screenings were to identify potential illicit discharges the Town staff will perform a follow-up investigation/visit to study the situation, to try to determine the source and to take appropriate action to remedy the situation.</p> <p>Town staff will file a monthly report of the visits with notations of action taken when needed. Please see a blank report in Attachment 2.</p> <p>The Town forces will do monthly inspections of the four retention basins and their inlet/outlet facilities.</p> <p>The Town staff will inspect the Town's Maintenance Yard to ensure the BMPs as outlined on the Yard's SWPPP are in place and functioning. Please see Attachment 2 for a blank form of the Report on Maintenance Yard.</p> <p>Per consultations with ADEQ, it has been determined that the Maintenance Yard does not require its own MSGP, instead the Yard will be managed under the Town's MS4 Program.</p>	<p>File a monthly report using a blank form as shown on Attachment 2, Monthly Basin Inspection.</p> <p>File a monthly report using a blank form as shown on Attachment 2, Monthly Basin Inspection.</p>	<p>January 2017</p> <p>May 2017</p>	<p>Monthly <b>DONE. ON-GOING</b></p> <p>Monthly <b>DONE. ON-GOING</b></p>
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**Table 3.2**  
Illicit Discharge Detection and Elimination

Part V.B.3.g.i	The Town will rely on observations from staff and, to some extent, public reporting for the monitoring of illegal discharges. The Town will provide training to its force, including the Fire Department and, to some extent, the Sheriffs Representative.
Part V.B.3.g.ii	The Town does have an ordinance addressing illegal discharges. The Town has created an ordinance as previously described in Part V.B.3.c. The stormwater ordinance will place restrictions on illicit discharges, construction site waste and runoff, post-construction, and long term operations. The ordinance will establish fines and other civil procedures to effectively penalize repeat offenders.
Part V.B.3.g.iii	This SWMP establishes the Town's formal policy for regulating stormwater, illegal discharges and illegal dumping. The appropriate measures to enforce the policy will be contained in the Ordinance 2016-02. Attachment 1 provides an overall map showing the Town's jurisdictional boundaries for inspections and enforcement.

Part V.B.3.g.iv and v	<p>The Town considers the discharges listed in Part I.C.2 of the Permit to be allowable, non-stormwater discharges. These discharges will be allowed within the small MS4 unless circumstances were to dictate they were significant contributor of pollutants to the MS4. Per Part V.B.3.a.i. The Town will respond to any complaints from residents in this regard.</p> <p>The Town considers non-commercial, school-related, or charitable events such as charity car washes to be insignificant contributors of pollutants and consequently, these discharges are not prohibited. Per Part V.b.3.a.ii. The Town will respond to any complaints from residents in this regard.</p>
Part V.B.3.g.vi	Most training will be provided at the Town Hall by Dibble, a Certified Stormwater Inspector. Visual aids such as videos and still pictures will be utilized to emphasize the presentations. There will be printed informational material available at the Town's offices as well as in the public library. The Town will also inform the staff about the proper means to handle information about illicit discharges.
Part V.B.3.g.vii	<p>The public will be informed of the hazards associated with illegal discharges and improper waste disposal through flyers, literature available at the library, the Town's website and Town Hall presentations as previously described.</p> <p>As mentioned in Part V.B.1.a, the Town has set up a 'Stormwater Corner' at the municipal offices where residents can see posters related to the importance of controlling and preventing illegal discharges.</p>
Part V.B.3.g.viii and ix	A comprehensive list of measurable goals and dates to achieve them is included above, in Table 3.1
Part V.B.3.g.x	<p>Town Manager, Jeff Kulaga, 480.505.5376, will be in charge of overseeing the activities, assisted Assistant Town Manager, Amanada Nelson (480.730.3080)</p> <p>The day-to-day discharge detection, elimination activities and reporting will be the task of the Town's Building Inspector, currently Willdan, 800.424.9144, they will be assisted by Fire Chief Wayne Clement, 480.839.1112 and, to some extent, the Sheriff's Representative, 602.876.1011. The Town Attorney, David Ledyard 623.932.0430, will be involved when situations demand his counsel.</p>

**Table 4.1**  
Construction Site Stormwater Runoff Control

Permit Citation	Best Management Practice	Measurable Goals	Start Date	Target Date Implementation
Part V.B.4.a	Per Ordinance, the Town will require a Storm Water Pollution Prevention Plan as a condition of permitting. The plan	Ordinance in place.	January 2017	April 2017 <b>DONE</b>

	will be reviewed by Dibble or by Town forces. Also required will be the submittal of a Notice Of Intent (NOI) to ADEQ. No SWPPP will be required for construction sites of less than one acre in size, unless the site is less than one acre but is, at the same time, part of a larger project that will disturb one acre or more.	Records of SWPPPs approved  Proof of submittal of NOI to ADEQ  Recording of permits issued.	January 2017  January 2017  January 2017	
Part V.B.4.b & c	<p>Per Ordinance 2016-02, the Town will require from developers to submit a Stormwater Pollution Prevention Plan that will include BMPs for the management of the construction site prior to beginning of construction as a condition of permitting.</p> <p>The SWPPP will require a combination of structural and non-structural BMPs applicable at the time of permitting. The Town, or Dibble will review the SWPPP for compliance then, upon proof that the developer has submitted a NOI to ADEQ, a grading permit will be issued. All the above applies to sites of over one acre, or to a site less than one acre but that is part of a larger project that will disturb one acre or more.</p> <p>The Town will review the completeness of the SWPPP as it applies to water quality impacts, erosion and sediment control.</p> <p>Before construction activities the Town will communicate in written whether the BMPs proposed are complete and acceptable, or that improvements are required.</p>	<p>During pre-construction meetings the contractor will be made aware that a SWPPP will be required</p> <p>Building Permit review form.</p> <p>Review of SWPPPs.</p> <p>Letter of SWPPP approval to developer.</p> <p>Issuance of Building/Grading Permit.</p>	<p>January 2017</p> <p>January 2017</p> <p>January 2017</p> <p>January 2016</p>	Continually <b>DONE, ON-GOING</b>
Part V.B.4.d	The Town will establish a monthly construction inspection policy for developments greater than one acre, or	Keeping records of inspection reports.	February 2017	Monthly During Construction

<p>sites less than one acre, but that are part of a larger project that will disturb one acre or more to ensure that the approved BMPs are in place according to the Ordinance.</p> <p>The public will be encouraged to call in to report discharges, dust or other activities they feel are not in compliance. Please see Attachment 2 for a Monthly Construction Inspection Report.</p>	Document corrective action if needed.	February 2017	<p><b>DONE, ON-GOING</b></p>
	Keep records of enforcement	February 2017	
	Keep records Of complaints	February 2017	

**Table 4.2**  
 Construction Site Stormwater Runoff Control: Additional Information

Permit Citation	Additional Information
Part V.B.4.e.i	<p>The Town currently has in place a Stormwater Management Plan Ordinance. The Town adopted specific restrictions on matters such as erosion prevention, construction trucks wash-out, illicit discharges, floatables, trash and human wastes overall and at a construction sites.</p>
Part V.B.4.e.ii	<p>The Stormwater Ordinance provides the Town with the authority and mechanisms to stop any construction in violation and fine the contractor up to \$2,500 per day for violations, plus cleanup costs.</p> <p>The Ordinance targets not only contractors but residents in general; it contemplates fines of up to \$500 per day per violations.</p> <p>The Stormwater Ordinance places restrictions on illicit discharges, construction site waste, runoff and post-construction design and long-term maintenance. Please see Part V.B.4.d for more details on the Ordinance.</p>
Part V.B.4.iii & iv	<p>Prior to the start of construction activities the developer or his contractor(s) will be made fully aware that the Town has in place measures to monitor and enforce the stormwater policies adopted.</p> <p>The procedures for site plan review and site inspections as well as the enforcement of control measures are part of the Stormwater Ordinance and are included in Attachment 2.</p> <p>The Town, by means of public outreach, will invite the residents to report any construction activities where trash appears to be uncontained; spills reaching the street; construction trucks and any other activities that may seem irregular. The reports could be made over the phone, or by filling a form available at the Town’s offices. Please Attachment 2 for a Public Report filled by non-employees.</p>

Part V.B.4.v & vi	A list of measurable goals and dates for achieving goals from the beginning of construction activities is presented in Table 4.1
Part V.B.4.vii	The Building Inspector, currently Willdan (800.424.9144), will be directly in charge of supervising building and construction activities. He will be responsible for the implementation of the practices included related to the Construction Site Stormwater Runoff Control. The Building Inspector will seek guidance from Dibble when needed and will report to the Town.

**Table 5.1**

Post-Construction Stormwater Management in New Development and Redevelopment: BMPs and Measurable Goals

Permit Citation	Best Management Practice	Measurable Goals	Start Date	Target Date, Implementation
Part V.B.5.a,b & c	The Town of Guadalupe, by means of its Stormwater Ordinance, has procedures for policing stormwater runoff from new development and redevelopment for projects equal to, or larger, than one acre; or projects of less than one acre that are part of a larger common project where more than one acre will be disturbed.	Inclusion of guidelines in the ordinance	September 2017	December 2017 <b>DONE, ON-GOING</b>
	The guidelines are designed to prevent or minimize unlawful runoffs and dumping of construction-related materials. All the measures and BMPs, are referenced in the ordinance.	Enforcement of guidelines	September 2017	December 2023 <b>DONE</b>
	The Stormwater Ordinance includes enforceable measures related to the long-term operation and maintenance of post-construction storm water runoff mechanisms, such as retention basins, dry wells, storm drain pipes and other components normally associated with the safe disposal of runoff.	Enforcement Of guidelines	September 2017	December 2017 <b>DONE</b>

Part V.B.5.d	The Stormwater Ordinance requires that builders institute long-term operation and maintenance of BMPs. At change of ownership, the new owner must sign a statement to the effect that the new owner is aware of the long-term operation and maintenance of BMPs, as required by the Stormwater Ordinance, and will continue with their operation and maintenance.	Keep signed statement on file.	August 2017	October 2017 <b>DONE, ON-GOING</b>
		Keep inspection records and business license records	October 2017	Continually

**Table 5.2**  
Post-Construction Stormwater Management in New Development and Redevelopment: BMPs and Measurable Goals

Permit Citation	Additional Information
Part V.B.5.e.i	The Stormwater Ordinance post-construction stormwater management measures for both new development and redevelopment. The Town will consult with the Dibble on unanticipated matters not specifically addressed by the Ordinance and will amend the SWMP as needed. A matter of particular concern for the Town is that some of the basins are fed by channels at ground level, the Town will pay particular attention to the cleanness of those and will make sure there are no obstacles to the flow of water. Please see Drainage Map, Attachment 1.
Part V.B.5.e.ii	Through the Stormwater Ordinance the Town controls and places restrictions on illicit discharges, construction site waste and runoff, post-construction runoff design and long-term maintenance. Details on compliance can be seen in Table 5.1. For a copy of the Ordinance, please see Attachment 2.
Part V.B.5.e.iii	Compliance procedures, along with penalties, are contained in the Stormwater Ordinance.
Part V.B.5.e.iv	Public Information and Outreach activities are described on Part V.B.1. Additionally, the Stormwater Ordinance is published in the Town’s website, along with this SWMP and other related information for the general public. Furthermore, stormwater requirements will be explained initially during preliminary talks with developers, at this time the Town will hand out the developer pertinent material related to BMPs. Later on, the Town will follow up with monthly inspections at the construction site. Please see Attachment 2 for an example of the Monthly Construction Site Report.
Part V.B.5.e.v. & vi	A list of measurable goals and dates to begin activities and to achieve the goals is included in Table 5.1

Part V.B.5.e.vii	Willdan will directly supervise building, construction inspection and permitting activities. Jeff Kulaga will be responsible for the implementation of the practices included under Post-Construction Stormwater Management in new development and redevelopment activities.
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**Table 6.1**  
Pollution Prevention/Good Housekeeping for Municipal Operations  
BMPs and Measurable Goals

Permit Citation	Best Management Practices	Measurable Goals	Start Date	Target Date Implementation
Part V.B.6.a.i	Establish a public works and fire department training program on stormwater pollution control measures and techniques, including appropriate handling of non-stormwater discharge and disposal of polluting objects or materials, using training materials from EPA, ADEQ and other organizations. The training will address storage of materials, proper material handling, drainage and drywell cleaning. Training/refreshing courses for public employees would be annually.	Establishing a training program	February 2017	March 2017 <b>DONE, ON-GOING</b>
		Training Implementation	March 2017	Annually
		Training attendance	March 2017	Annually
Part V.B.6.a.ii	Monthly inspection of the Town's public areas, by Town staff, to reduce floatable or other pollutants in streets, parks and storm sewers. Please see sample of Monthly Report on Public Areas in Attachment 2.  The Town performs street sweeping weekly. Debris and trash is dumped in containers located at the Town's Maintenance Yard. Waste Management picks up the containers every Wednesday. The containers are not currently covered; staff will be instructed to observe for dust being picked up by the wind, if necessary	Start of Inspections	March 2017	April 2017 <b>DONE, ON-GOING</b>
		Record of Pollutants found during inspections	March 2017	April 2017
		Observe containers, report to the Town	March 2017	April 2017

	<p>the Town will request that Waste Management provides appropriate cover.</p> <p>Next to the Town Maintenance Yard there is a private material storage facility separated from the Town by a chain link fence; it sits at a higher elevation than the Town's yard so, when it rains, debris and mud enter the yard.</p> <p>The Town will request the installation of proper fencing to help keeping the storage yard clean. The Town will request the private facility to set up his own SWPPP.</p>	Installation of proper fencing, and other measures	April 2017	CURRENTLY ADEQ HAS AGREED TO HANDLE IT.
Part V.B.6.a.iii	<p>The Town will prepare a SWPPP for the Maintenance Yard to keep runoff/debris from reaching the street.</p> <p>The Town will use waste disposal services to remove any waste. Debris and other materials collected at municipal sites will be taken to dumpsters at the Maintenance Yard from where they will be picked up, on a weekly basis, by Waste Management</p>	<p>Prepare SWPPP</p> <p>Staff and volunteers will remove trash.</p>	<p>March 2017</p> <p>April 2017</p>	<p>Continually PLANS FINISHED</p> <p>Continually DONE, ON-GOING</p>

**Table 6.2**

Pollution Prevention/Good Housekeeping for Municipal Operations: Additional Information

Permit Citation	Additional Information
Part V.B.6.b.i	<p>The municipal operations affected by this Operation and Maintenance Program are Public Works, Sanitation, Fire Department, Fleet Maintenance and Building Maintenance.</p> <p>Please note that, currently the Town's workforce is minimal. As the Town increases its staff, employees will be assigned to departments that at the moment are served by only one or two employees.</p>
Part V.B.6.b.ii	The employee training will include illegal discharges, pollution prevention and dry weather screening. Table 6.1 addresses various aspects of employee training.
Part	A list of measurable goals and implementation dates to achieve the various goals is included in Table 6.1

V.B.6.b.iii & iv	
Part V.B.6.b.v	The Town Manager, Jeff Kulaga, will oversee the implementation of this SWMP supported by Dibble. Dibble will also participate in the development of Pollution Prevention/Good Housekeeping for the Municipal Operations. Dibble is a Certified Stormwater Inspector, he'll assist training other employees.

**Qualifying State or Local Program**

The Town has a Stormwater Ordinance for the reasons of applying for a municipal stormwater discharge permit.

**Sharing Responsibility**

The Town will not share responsibilities with other municipalities at this time.  
The Town will be the only party implementing all measures within this SWMP.

**Reviewing and Updating the SWMP**

The Town will review its SWMP in January of each year and evaluate the implementation status of the SWMP components as well as the effectiveness of each component, or combination of components.

The Town will determine how the SWMP needs to be revised. If the SWMP needs to be revised, the Town will notify ADEQ of any additions or changes. If components of the SWMP need to be replaced, the Town will submit to ADEQ the proposed revisions with an explanation of why the existing practice needs improvements and why the replacement is expected to achieve the goals of the management practice.

**Monitoring**

The Town will evaluate program compliance, the appropriateness of identified BMPs, and progress towards achieving identified measurable goals.

The Town storm sewer system drains towards four basins, as shown on the Overall Drainage

**Map, Attachment No. 1:**

1. The North Basin drains towards an ADOT catch basin by Baseline Rd and the I-17. An emergency outlet discharges into a ADOT storm drain that connects to the underground system along I-10. The basin has two (2) drywells installed.
2. The Northeast Basin drains into the SRP Highline Canal. Which includes runoff captured along Avenida Del Yaqui, Calle Magdalena, Calle Batoua and Calle Gloria, as well as channel runoff along Highland Canal. The basin has eight (8) drywells installed.
3. The Central Basin drains into an emergency 24" RCP Irrigation lateral belonging to SRP on Calle Guadalupe, by the Highline Canal. The basin has two (2) drywells installed.
4. The South Basin drains into the SRP Highline Canal which accepts runoff from Calle Tom and Calle Vaou Nawi, as well as channel runoff along the Highland Canal. The basin contains three (3) drywells.

Per consultations with ADEQ, it does not appear there are any impaired non-attaining or OAW that the Town of Guadalupe discharges to or is nearby. Therefore, there are no TMDLs near-by or that are assigned to Guadalupe. The Town will not sample and analyze the discharge from the small MS4 at this time.

Attachment No. 1 also contains Engineering design plans showing the location by latitude/longitude/elevations of the points where the Northeast, Central and South retention basins discharge into the SRP Canal.

The Central retention basin discharges into a 24" SRP irrigation lateral, also shown here by latitude/longitude/elevation.

Due to its small size, the Town of Guadalupe has but one prioritized MS4 facility: the Town's Maintenance Yard, as identified on same Attachment No. 1.

There is no storage of pollutants such as insecticides or fertilizers in any of the parks. There are no bus depots or landfills in Town.

### **Annual Reports**

The Town will submit an annual report to ADEQ by September 30, 2023 covering the activities of the Town during the period beginning on the effective date of the permit and ending on June 30, 2023.

Please see Attachment 2 for a copy of the Small MS4 Annual Report.

### **Attachment 2 - Site Inspections and Review of Proposed Development Plans**

The Town will inspect construction sites after receipt of the NOI submitted to ADEQ.

If at the time of inspection, if there are any stormwater infractions, the Town will refer these non-compliance activities to ADEQ and issue a stop-work order on site until appropriate protection measures have been installed.

### **Procedures for site plan review**

Dibble will review in detail aspects of the development dealing with stormwater such as grading plans, drainage, and retention basin design, drywells, containment of volume and overflow facilities as well as the complete SWPPP and its BMPs.

### **Procedures for site inspection**

Inspections will begin in the office with a review of adjacent facilities, ditches, storm drains, land uses and natural features. Inspectors will then review any documents pertaining to the development of the property such as SWPPPs, grading/paving/storm drain features, site plan maps and permits granted to the builder.

The inspector will conduct the inspection, generally speaking, as described below:

- Locate the on-site copy of the SWPPP, verify its date and verify it is the same date as the one provided for final plan review.
- Walk (or slowly drive) the perimeter of the site and note outfalls to waters and/or drainage channels. Make a notation, take pictures, of the measures taken to stop sediment from reaching any body of water.
- Inspect outfalls for signs of wastes and sediment. Document any waste or sediment.
- Inspect active and inactive portions of the construction areas for properly installed BMPs, material storage, trash facilities and portable toilets.
- Take note of any dust-generating uncovered materials, take pictures.
- Fill appropriately the attached Monthly Construction Report. Communicate with the operator the status of compliance. Give the contractor reasonable time to rectify matters and, in the event of non-compliance notify contractor that his site will be referred to ADEQ for further follow-up.
- Inspector is to fully document all his actions.

**Attachment 3 – SWMP Modifications Log**

Town of Guadalupe, Arizona  
Stormwater Management Plan  
Original Date – 08, 2016  
Revision Date –  
Page 1 of \_\_\_\_

Town of Guadalupe  
SWMP Modification Log

Modification Made By:

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Purpose of the Modification:

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Description of the Modification:

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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 inquire of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed: \_\_\_\_\_

**Attachment 4. Authorized Representative Signature Form**

In accordance with the Arizona Pollutant Discharge Elimination System General Permit for Discharge from Small Municipal Separate Storm Sewer Systems (MS4s) to Waters of the United States (Permit No. AZG2002-002) Part VI.6.L.1, the person occupying the Town Manager position is a duly authorized representative of the Town of Guadalupe.



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Town Manager, Town of Guadalupe

Sept. 28, 2023

Date