

Appendix G

Ditch Inspection SOP

Town of Cumberland
Stormwater Program Management Plan
Illicit Discharge Detection and Elimination
Standard Operating Procedure
for
Ditch Inspection Program
Effective Date: July 1, 2011

Purpose: The purpose of this Standard Operating Procedure (SOP) is to provide guidance, monitoring and corrective action as needed for the elimination of illicit discharges to Cumberland's roadside drainage ditch system and ultimately the receiving waters in the Town as required by the Town's MS4 General Permit and Stormwater Program Management Plan.

Scope: This SOP applies in the performance of IDDE dry weather roadside ditch inspection as required by Minimum Control Measure 3 Illicit Discharge Detection and Elimination, Best Management Practice (BMP) 3.4 of the Stormwater Program Management Plan.

References: Guidelines and Standard Operating Procedures for Stormwater Phase II Communities in Maine, Volume 1: Information for Program Managers; and Guidelines and Standard Operating Procedures for Stormwater Phase II Communities in Maine Volume 2: Standard Operating Procedures and Forms.

Responsible Parties:

- Overall program management: Director of Operations
- Field inspections: Public Works Foreman
- Tracking and record keeping: Public Works Secretary
- Review and follow up: Director of Operations
- Corrective action: Director of Operations
- Enforcement: Code Enforcement Officer

Inspection Schedule:

- Field inspection will be performed during periods of dry weather where no significant precipitation has occurred in the preceding 48 hours;
- Inspections will be performed during periods low flow where field inspections may be performed in a safe and efficient manner;
- Inspections will be performed during periods of no snow cover and prior to the growth of ditch vegetation such that potential outfalls may be easily spotted;
- Each ditch segment in the highest priority watershed will be inspected at least once in a permit cycle and more frequently as required by field conditions;
- By the end of the permit cycle, all ditch segments in the highest priority watershed shall be inspected at least once and more frequently as required by field conditions.

Inspection Priority: Ditch inspections will be scheduled and conducted in a prioritized basis and will target specific sub watersheds of the priority watershed based on the highest priority. The sub water shed priority is as follows:

Priority	Watershed ID	Description (See Delineation Maps)
1	PISC 3	Hedgerow Drive to Greely Road Area
2	PISC 1	Greely High School Area
3	PISC 2	Farwell Avenue to Hill Crest Drive Area
4	PISC 4	Meadow Lane to Catalpa Lane
5	PISC 5	Catalpa Lane to Maurice Way

Inspection Procedure:

- Inspections will be conducted in a safe manner and all required Personal Protective Equipment (PPE) will be used;
- Inspections will be performed as outlined in Section 2.1 and 2.2 of the Guidelines and Standard Operating Procedures for Stormwater Phase II Communities in Maine Volume 2: Standard Operating Procedures and Forms;
- Inspection will be recorded on the Standard Dry Weather Outfall Inspection Form, Page 2-9 of Guidelines and Standard Operating Procedures for Stormwater Phase II Communities in Maine Volume 2: Standard Operating Procedures and Forms. The same information will be captured for a pipe outfall, swale, channel or other conveyance discharging into the ditch system;
- Digital photographs will be recorded and attached to each Inspection Form;
- Abnormal conditions, outfall or ditch damage, suspected illicit discharges, ditch erosion, dumping of leaf and yard waste, illegal dumping and other issues will be noted in the Inspection Form and will reported to the Director of Operations for remedial action as required;
- Areas of unusually lush grass or vegetation growth that is localized and may indicate failed septic systems should be noted on the Inspection Form for additional review by the Code Enforcement Officer or Licensed Site Evaluator;
- In the case where an illicit discharge is noted or suspected, an attempt will be made to locate the source of the illicit discharge and will be documented in the Inspection Form for future action;
- Completed Inspection forms will be forwarded to the Public Works Secretary for archiving;
- When possible, opportunistic inspections will be performed by field staff. Following an opportunistic inspection, an Inspection Form will be completed and archived as noted above.

Corrective Action: When a suspected illicit discharge is noted, either during the regular inspection procedure, while conducting an opportunistic inspection or when reported by a citizen or third party inspection, the Town will take corrective action that may include, but not be limited to, the following.

- The Director of Operations and the Code Enforcement Officer will be notified of the potential illicit discharge;

- The source of the illicit discharge will be traced and a mitigation plan to eliminate the illicit discharge will be developed by the Town;
- The illicit discharge will be eliminate as soon as practical;
- The corrective action will be documented by the Director of Operations and will be forwarded to the Public Works Secretary for archiving;
- Follow up inspections will be scheduled as required.

Record Keeping and Program Evaluation: All inspection forms, complaints, Notice of Violations, remedial actions and infrastructure upgrades will be tracked and archived by the Public Works Secretary in an appropriate three ring binder system. This system will include the following steps:

- Completed inspection reports and all other pertinent information will be forwarded to the Public Works Secretary for archiving in the binder;
- Inspections that indicated a possible illicit discharge will be flagged and forwarded to the Director of Operations for the appropriate action;
- On at least an annual basis the inspection forms and related data will be reviewed by the Director of Operations for accuracy and conformance to the SOP and the Stormwater Program Management Plan;
- On an annual basis the inspections shall be tabulated and will be included in the Town's Annual Report to the Maine DEP.

Revision No.	Revision Date	Description
1	3/8/11	Document Development

Appendix H

Ditch Inspection Forms

Dry Weather Outfall Inspection Form

Date: 5-6-13 Inspector: DAV + MARK

Time: 1330

Outfall ID: Hillcrest

Outfall Location: _____

Receiving Waterbody: _____

Photo Taken: ☒ Yes ☐ No

Photo ID: 1, 5, 6, 7, 8

Weather: ☒ Clear ☐ Cloudy

Approximate Temp: 65 Wind Present: ☒ Yes ☐ No

Precipitation in the past 3 days: ☒ No ☐ Yes _____ inches

Ditch
Pipe Flow: ☒ None ☐ Trickle ☐ Steady 1/4 pipe flow or more

Seepage Flow: ☒ None ☐ Trickle ☐ Steady 1/4 pipe flow or more

Color (If flow is present): _____

Obvious Debris/Pollution:

None	0
Foam	3
Floating Green Scum	8
Oil / Film	9
Vegetative Mat	9
Sewage Solids	10
TOTAL	<input type="text"/>

Odor:

None/Natural	0
Musty	5
Sewage/septic	10
TOTAL	<input type="text"/>

Water Clarity:

Clear	0
Cloudy	5
Opaque	10
TOTAL	<input type="text"/>

GRAND TOTAL SCORE = _____

Sediment Condition: Open 1/4 Full 1/2 Full ☒ 3/4 Full Plugged

Structure Condition: Excellent Good Fair Poor

Trash/litter present: Yes ☒ No ☐ Yard waste observed: Yes ☒ No ☐

General Comments:

Needs to be ditched at Culverts

Potential Sources / Actions Taken:

Follow up required: Yes No





Dry Weather Outfall Inspection Form

Date: 5-6-13 Inspector: DAN + MARK

Time: 1350

Outfall ID: _____

Outfall Location: Ditch Farwell Ave

Receiving Waterbody: _____

Photo Taken: ☒ Yes ☐ No Photo ID: 9

Weather: ☒ Clear ☐ Cloudy Approximate Temp: 65 Wind Present: ☒ Yes ☐ No

Precipitation in the past 3 days: ☒ No ☐ Yes _____ inches

Pipe Flow: Ditch ☒ None ☐ Trickle ☐ Steady 1/4 pipe flow or more

Seepage Flow: ☒ None ☐ Trickle ☐ Steady 1/4 pipe flow or more

Color (If flow is present): _____

Obvious Debris/Pollution:		Odor:		Water Clarity:	
None	0	None/Natural	0	Clear	0
Foam	3	Musty	5	Cloudy	5
Floating Green Scum	8	Sewage/septic	10	Opaque	10
Oil / Film	9				
Vegetative Mat	9				
Sewage Solids	10				
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>	TOTAL	<input type="text"/>

GRAND TOTAL SCORE = _____

Sediment Condition: Open 1/4 Full 1/2 Full 3/4 Full Plugged
 Structure Condition: Excellent Good Fair Poor
 Trash/litter present: Yes ☒ No Yard waste observed: Yes ☒ No
 General Comments: Paved Ditch, Fair Cond.

Potential Sources / Actions Taken:

Follow up required: Yes No



Dry Weather Outfall Inspection Form

Date: 5-6-13 Inspector: DAW, MARK
 Time: 12.50
 Outfall ID: _____
 Outfall Location: Woodside
 Receiving Waterbody: _____
 Photo Taken: ☒ Yes ☐ No 84 Photo ID: 1,2,3,4
 Weather: ☒ Clear ☐ Cloudy Approximate Temp: 64 Wind Present: ☒ Yes ☐ No
 Precipitation in the past 3 days: ☒ No ☐ Yes _____ inches
Ditch
 Pipe Flow: ☒ None ☐ Trickle ☐ Steady 1/4 pipe flow or more
 Seepage Flow: ☐ None ☐ Trickle ☐ Steady 1/4 pipe flow or more
 Color (if flow is present): _____

Obvious Debris/Pollution: None 0 Foam 3 Floating Green Scum 8 Oil / Film 9 Vegetative Mat 9 Sewage Solids 10 TOTAL 	Odor: None/Natural <input checked="" type="radio"/> 0 Musty 5 Sewage/septic 10 TOTAL 	Water Clarity: Clear 0 Cloudy 5 Opaque 10 TOTAL
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GRAND TOTAL SCORE = _____

Sediment Condition: Open 1/4 Full 1/2 Full ☒ 3/4 Full ☐ Plugged
 Structure Condition: Excellent Good Fair Poor
 Trash/litter present: Yes ☒ No Yard waste observed: Yes ☒ No
 General Comments:

#28 Two sump pump lines Exit into ditch

Potential Sources / Actions Taken:

Needs ditching at cross culverts.

Follow up required: Yes No

1 culvert was replaced.







Appendix I

Sample Building Permit

BUILDING PERMIT

Town of Cumberland, Maine

MAP _____ LOT _____
Zoning District _____ Setback Overlay _____

PERMIT # _____

DATE APPLICATION RECEIVED _____

APPLICANT

NAME: _____ PHONE NO: _____
MAILING _____
ADDRESS: _____

OWNER (other than applicant)

NAME: _____ PHONE NO: _____
MAILING _____
ADDRESS: _____

CONTRACTOR

NAME: _____ PHONE NO: _____
MAILING _____
ADDRESS: _____

PROPERTY LOCATION: _____

LOT DIMENSIONS: _____ x _____ Area: _____ Number of dwelling units: _____

PLUMBING: SEWER PERMIT ISSUED: yes no n/a - SEPTIC PERMIT ISSUED - yes no n/a

STREET OPENING: yes no n/a - PRIVATE WAY: yes no n/a - DRIVEWAY ENTRANCE - yes no n/a

PLANS FILED: SCALED PLOT PLAN - yes FULL CONSTRUCTION DRAWINGS - yes

DESCRIPTION OF PROPOSED CONSTRUCTION: _____

SETBACK: FRONT YARD _____ SIDE YARD _____ OTHER SIDE YARD _____ REAR YARD _____

BUILDING: Length: _____ ft. Width: _____ ft. Height: _____ ft. Area: _____ sq. ft.

SHORELAND OVERLAY DISTRICT: yes no RESOURCE PROTECTION DISTRICT: yes no

FLOODPLAIN PERMIT _____ NOTICE OF INTENT (DEP) ME CONST. GENERAL PERMIT _____

ESTIMATED COST OF CONSTRUCTION : \$ _____ PERMIT FEE: \$ _____

Owner/Agent signature: _____ Date signed: _____

Office use only: TYPE OF CONSTRUCTION: _____ USE GROUP _____

CONDITIONS OF APPROVAL: _____

Date Permit Issued: _____

CODE ENFORCEMENT OFFICER

Original-File -Photo copy to Applicant

rev.4/06

Building Permit Application Checklist
**** All building plans must meet or exceed**
Building Codes - IRC-2003 and IBC – 2003**

- **New Home:**
- **Growth Permit \$100.00**
- **Impact Fee Application - \$1.36 per sq. ft. minus first 500 sq. ft.**
- **BUILDING PERMIT APPLICATION and FEE (Finished Areas .25 / per sq. ft. – Unfinished areas .10 / per sq. ft.)**
- **Septic Permit - 3 SIGNED COPIES OF HHE-200 Plans and Fee (non-engineered (\$150.00) or Sewer permit and fee (\$50.00))**
- **Deed for the Property**
- **2 copies of construction plans (full size for mark up, 11x17 to be kept by the office)**
- **Plans must include:**
- **4 elevations**
- **Framing cross-section (including sizes of structural members)**
- **Foundation Plan**
- **Floor plan (each room's use labeled)**
- **Structural steel, ridges, beams involving LVL's, or Paralam's, (stamped by engineer)**
- **Plot Plan; lot size and accurate locations of all existing and proposed structures with set-backs (PER SCALE NOTED ON PLOT PLAN), and drainage.**

* Please be aware that structurally complicated buildings must be reviewed by an Engineer.

* Additional trade permits will be necessary (electrical, plumbing etc.)

Renovations & Additions: **\$10.00 per \$1,000.00 of Renovation Cost**

<u>New Construction: Residential</u>	<u>Minimum Fee</u>	<u>\$50.00</u>
	<u>Finished areas</u>	<u>.25 / per sq. ft.</u>
	<u>Unfinished areas</u>	<u>.10 / per sq. ft.</u>

<u>New Construction Commercial</u>	<u>Minimum Fee</u>	<u>\$100.00</u>
	<u>Finished Areas</u>	<u>.30 / per sq. ft.</u>
	<u>Unfinished Areas</u>	<u>.10 / per sq. ft.</u>

- Floor plans showing existing structure and proposed changes
- Framing cross sections (including sizes of structural members)
- Plot Plan; lot size and accurate locations of all existing and proposed structures with set-backs (PER SCALE ON PLOT PLAN), and drainage.
- Completed building permit APPLICATION (other side) \$10.00 per \$1,000.00

Sheds & Decks **\$25.00**

(up to 400 sq. ft. then .10 per sq. ft. additional)

Demolition Permits **\$25.00 (10-day waiting period)**

Shoreland Permits: The Shoreland Overlay District (SOD) is generally 250 feet from rivers, streams or saltwater bodies and their associated wetlands where shown on the official Zoning Map, also 75 feet from certain streams - See Zoning Ordinance. All requests for Building Permits in the SOD require a Shoreland Permit prior to issuance of the Building Permit.

Maine Construction General Permit:

Effective 2-17-03 a "NOTICE OF INTENT" maybe required if your construction will result in disturbance of greater than or equal to one acre.(To be filed with the DEP)

Appendix J

Sample Literature

Maine Erosion and Sedimentation Control Law

Did you know that the number one pollutant in Maine's rivers, streams, brooks, ponds and wetlands is soil from nearby eroding sites?

Under this law, landowners are required to repair their eroding areas to prevent any soil loss and sediment discharge into a nearby natural resource.

The full text of the Maine Erosion and Sediment Control Law (Title 38 M.R.S.A. Section 420-C) may be seen at:
<http://www.maine.gov/dep/blwq/docstand/stormwater/stormstat.pdf>

Do you Need Help?

Assistance and guidance on how erosion may be prevented or stopped may be obtained from:

- Your nearest office of the Maine Department of Environmental Protection. Or call (207) 287-3901;
- Your county's Soil and Water Conservation District;
- Your Lake Watershed Association; and
- Contractors certified by DEP in erosion and sediment control practices (list available from the DEP).

Comply with the Maine Erosion and Sediment Control Law

Stabilize your bare soils

Protect Maine's water for future enjoyment

IT'S THE LAW !

Department of
Environmental
Protection
Deplw0652-2004



What is Soil Erosion?

Every time mineral soil is exposed, it is subject to movement from wind and rain erosion.

Because most runoff reaches a stream, river, lake or coastal water, eroded soils and other pollutants can get transported and deposited into these resources.

The visible impacts from eroded soils include rills, gullies, and muddy water.

The invisible impact from eroded soils is the change or loss of habitat used by fish or other creatures, impaired recreational opportunities and fouling of a drinking water source.

A 2003 study showed that

- Almost half (43%) of all construction sites did not use erosion or sedimentation control measures,
- And more than half (60%) of the chronic erosion problems are from public and private roads.



Erosion from Construction

In 1997, the Erosion and Sedimentation Control Law came into effect. It was designed to prevent Maine's waterbodies from further degradation due to soil erosion.

Since July 1997, construction projects of any size must have:

- Sediment control measures, such as silt fence or hay bales, placed at the down gradient side of the construction site before work begins.
- Erosion control measures, such as mulch and vegetation, placed as soon as feasible to permanently stabilize the site when construction is completed.

Preventing the loss of soil from a construction site saves money that would otherwise be needed to rework eroded areas and replace lost soil. It also prevents soil from impacting the quality of our water resources.



Chronic Erosion

As of July 1, 2005, an important change will occur in the law. From that time on, all existing chronic erosion problems in watersheds most-at-risk (as defined in the DEP rules) will be regulated.

See: www.maine.gov/sos/cec/rcn/apa/06/096/096c502.doc.

On July 1, 2010, the law will apply to all organized areas in the state of Maine and landowners will have to fix their erosion problems.

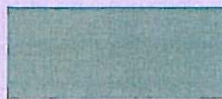
Examples of chronic erosion problems include:

- Camp roads that wash out every spring;
- Culverts that are washing out around their inlets and outlets;
- Ditches and embankments that are not stabilized with vegetation or riprap and show major rills and gullies; and
- Washouts in areas downgradient from any point of concentrated stormwater runoff.





Maine's Department of Environmental Protection is committed to providing Maine citizens with complete information about, and opportunities to express their opinions regarding, decisions on applications for environmental licenses. The different ways that people can participate described here are specified in Maine statutes and rules that govern the Department's operations.



The information provided in this brochure briefly summarizes rules and guidance that are more specifically detailed in "Rules Concerning the Processing of Applications and Other Administrative Matters," Chapter 2 of the Department's rules, and as such should not be considered complete or authoritative. All Maine DEP rules and laws are available *via* the internet by following the links provided at:

www.maine.gov/dep/permits.htm



If you have questions or need additional information, contact the Department at 287-7688, or toll-free 1-800-452-1942

17 State House Station
Augusta, Maine 04333-0017
E-mail: infoDEP@maine.gov

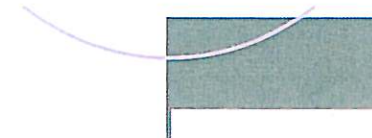
State of Maine
**Department of
Environmental
Protection**



STATE ENVIRONMENTAL LICENSING



A Citizen's Guide to Participation



If you have questions or need additional information, contact the Department at 287-7688, or toll-free 1-800-452-1942

What does the DEP license?

The Maine Department of Environmental Protection reviews a wide variety of activities having the potential to impact Maine's environment. Businesses, institutions, organizations, and individuals all are possible applicants for a license (also referred to as a permit, approval, certification, etc.). Some licenses define the limits under which land development may take place, particularly near protected resources. Other licenses serve to control the management, discharge, transportation, and storage of potential pollutants. These include oil and hazardous materials, solid waste, sewage, air pollutants, and stormwater, among others.

How are licenses issued?

DEP provides application forms for the activities regulated under State law. Application information and public notice requirements, including notification of abutting property owners, vary with the nature of the proposed activity.

Once the DEP receives an application, it must accept it for processing or return it as incomplete within 15 working days. If accepted as complete, DEP staff review the application and all comments submitted by outside parties, to assess potential impacts on the environment. They further evaluate the applicant's ability to build and operate

the proposed project in compliance with environmental laws and rules. When review is complete, the Commissioner of the DEP or the Board of Environmental Protection makes the final license decision (approval or denial). Approved licenses frequently include specific conditions with which the licensee must comply.



How can I take part in the process?

Interested members of the public can

- ♦ Review the application materials submitted by the applicant at the DEP or in some cases at the local town office;
- ♦ Attend public informational meetings, if held, at which they may ask questions;
- ♦ Submit written comments at any point during the time when the application is being reviewed;
- ♦ Ask to receive a draft license, and provide comments prior to final action;
- ♦ Request a public hearing; and/or
- ♦ Request that the Board take over evaluation of the application from the Department. [Deadlines apply] See guidance at www.maine.gov/dep/bep.

Do all applications get a public hearing?

No. Most applications are issued without a public hearing. A "public hearing" is a formal proceeding, governed by strict rules, during which the DEP accepts testimony and evidence from the applicant, parties who support or oppose the project, and the general public. State law requires a public hearing for certain applications, such as a commercial hazardous waste facility; however, anyone may request a public hearing regarding other types of applications. The Commissioner or the Board then decides whether one will be held.

Many applications that aren't required by law to have a public hearing are required to have a "public informational meeting" at which the applicant explains the project and the public may ask questions. At this type of meeting, the DEP may invite the public to discuss the application; however, comments must be provided in writing in order to be considered in the application review process. Applications that require informational meetings include, among others, new Site Location of Development permits; major new air emissions permits; and new or expanded waste disposal facility licenses.

May licenses be appealed?

Yes, but certain criteria must be met for an appeal to proceed. Also, there is a limited time during which an appeal may be filed. See Chapter 2, section 24(B) of the DEP's rules.

Appendix K

List of Planning Board Activities

**Cumberland Planning Board Activities
July 1, 2012 through June 30, 2013**

The Board approved the following Minor Change Approvals:

Doc's Café add ice cream window & extend hours of operation

Paving of Parking Area for Little League Fields at Drowne Road

319 Main Street – Café building design changes – windows

Re-location of propane tanks at Maine Standards 221 US Route One and Light Fixture Change

Site Plan for Exactitude 12 Sky View Drive: to delete guardrail and revise landscaping plan

Grading Field Change for Emerald Commons

Staff Review projects

Caddy's Shack Ice Cream – 169 Gray Road

AT & T Mobility Equipment Modification – Congregational Church 282 Main St

AT & T Mobility Equipment Modification at Range Way Tower 159 Range Way

Twist Family Motors – to allow Auto Service Repair to existing Auto Sales Corey Road Business Park

Rosa Way Riding Stables – 30 Rosa Way

Graphx Signs – 260 Middle Road

The Board reviewed the 2014 5-year CIP Plan

Subdivision Ordinance Amendments

Section K. Net Residential Acreage

§250.6.D

Minor Subdivision Amendment

West Cumberland Business Park

Emerald Commons

Major Site Plan

Emerald Commons- 2 – (3) unit apartment buildings

Addition and parking & circulation changes at the Greely Middle School

**Cumberland Planning Board Activities
July 1, 2012 through June 30, 2013**

Major Site Plan Sketch Plan – Friend’s School

Major Site Plan Extension

Cumberland Animal Clinic

Minor Site Plan

Contractor’s shop 78 U S Route One

Adventure Dogs, Dog Day Care - 79 Orchard Rd

Major Subdivision

Maeve’s Way II – ten (10) lot subdivision

Morrison’s Hill 18- single-family lots

Cider Mill Subdivision (7) lots – Whitney & Orchard Roads

Major Subdivision Amendments

R & N Woods Lot # 1

Castle Rock Business Park to Castle Rock Housing 17-single family dwellings

Major Subdivision Sketch Plan

Cider Hill Subdivision – Whitney & Orchard Roads

Contract Zones

Telos Capital – Castle Rock Housing – 17 lots

Walnut Hill Investment – Morrison’s Hill Subdivision 17-lots

Zoning Map Amendments

From Industrial to Rural Residential 2 Tax Map R7, Lots 44, 45, 45A, 45B

Shoreland Overlay Map from LR to RP for lot R06, 29

Re-Zone Map U21, Lot 17B, 27 Neba Way from VOCl, to RR2

Shoreland Zoning Map to remove the Wetlands / Limited Residential designation to these properties will be changed to the underlying zones of RR1 and RR2. The zoning map amendment will affect the following lots as shown on the map: **Map R05, Lots 33B, 33C, 35, 35A, 35B, 35C, 35D, 35E, 35F, 35G, 37, 37A, 37B, 37C, 37D, 37E, 37F and Map U15, Lots 10, 10A, 10B, and 7B.**

Zoning Amendments

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**Cumberland Planning Board Activities
July 1, 2012 through June 30, 2013**

Chapter 315, Article VI General Regulations, Subsection 315-415 Conversions, Section A Accessory Apartments

Chapter 315, Article V, Aquifer Protection to amend §315-36 Regulations, §315-37, Continued Compliance

Chapter 315, Article VII-Non-Conforming uses, building or structures § 315 – 74.

Chapter 315 §48 (Erosion & Sedimentation)

Chapter 229 – Site Plan Review §229-2B Classification Levels - ***An accessory Dwelling unit as permitted in Section 314-45A***

Site Preparation activities – greater than 5 acres Planning Board review

Site Plan Review - §229-10 Approval Standards, §229-11 Expiration of Approval & §229-12 Standard Condition of Approval

Chapter 229 Site Plan §11 (Expiration of Approval)

Appendix L

Construction Site Erosion Control Inspection Form



TOWN OF CUMBERLAND CONSTRUCTION SITE EROSION CONTROL INSPECTION FORM

General Information:			
Site Name:		Date:	Inspected by:
Address/Landmark:			
Reason for Inspection: <input type="checkbox"/> Scheduled <input type="checkbox"/> ESC Inspection <input type="checkbox"/> Random <input type="checkbox"/> Complaint			
Owner:		Contractor:	
ID #:	Last Rain Date:	Amount	(inches)
1. Erosion Control Practices During Construction			
a) Are all disturbed areas dormant > 21 Days Stabilized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Are stockpiles and hillsides stabilized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c) Are stabilized areas in good condition and not eroding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d) Are silt fence/mulch berm installed correctly and according to plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e) Are inlet protection measures installed correctly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f) Have all areas at final grade > 7 days permanently stabilized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g) Have all riprap outlet protection measures been installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments/Violations:			
2. Sedimentary Control Practices During Construction			
a) Construction entrance missing or inadequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Sedimentation basins/traps installed correctly and functioning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c) Perimeter controls installed prior to disturbing soil?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d) Check dams installed correctly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments/Violations:			
3. Maintenance			
a) Erosion and Sedimentation Controls need repair, replacement, enhancement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Sedimentation basin maintenance required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c) Sedimentation in ditches require removal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d) Sediment trackout on paved surfaces at exits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments/Violations:			
4. Inspections			
a) Stormwater pollution prevention plan (SWPP)	<input type="checkbox"/> Onsite	<input type="checkbox"/> Not Onsite	<input type="checkbox"/> N/A
b) Inspection/Maintenance forms/logs complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments/Violations:			
Violation, Corrective Actions, Recommendations			
Site compliant with permit and town ordinances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sediment discharged from site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Corrective action required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Notice of violation issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Stop work order issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments/Corrective Action Required:			

Revised July 1, 2009

Appendix M

Chapter 242 Stormwater Management – Post Construction Ordinance

- A. If the violation has not been corrected pursuant to the requirements set forth in the notice of violation or, in the event of an appeal to the Board of Adjustment and Appeals, within 45 days of a decision of the Board of Adjustment and Appeals affirming or modifying the Code Enforcement Officer's decision, then the Code Enforcement Officer may recommend to the municipal officers that the Town's Attorney file an enforcement action in a Maine court of competent jurisdiction under Rule 80K of the Maine Rules of Civil Procedure. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*
- B. Notwithstanding these requirements, in the event of an emergency situation that presents an immediate threat to public health, safety or welfare or that may result in damage to the Town's storm drainage system, the Town may seek injunctive relief at any time after learning of such emergency situation.

§ 242-17. Ultimate responsibility of discharger.

The standards set forth herein are minimum standards; therefore this article does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants into waters of the United States caused by said person. This article shall not create liability on the part of the Town, or any officer, agent or employee thereof, for any damages that result from any person's reliance on this article or any administrative decision lawfully made hereunder.

§ 242-18. Authority.

The Town of Cumberland enacts this article pursuant to 30-A M.R.S.A. § 3001 (municipal home rule ordinance authority), 38 M.R.S.A. § 413 (the Wastewater Discharge Law), 33 U.S.C. § 1251 et seq. (the Clean Water Act), and 40 CFR 122 [the United States Environmental Protection Agency's regulations governing the National Pollutant Discharge Elimination System (NPDES)]. The Maine Department of Environmental Protection, through its promulgation of the general permit for the discharge of stormwater from small municipal separate storm sewer systems, has listed the Town of Cumberland as having a regulated small municipal separate storm sewer system ("small MS4"); under this general permit, listing as a regulated small MS4 necessitates enactment of this article as part of the Town's stormwater management program.

Article II. Post-Construction Stormwater Management

[Adopted 9-14-2009]

§ 242-19. Purpose.

- A. The purpose of this article is to provide for the health, safety, and general welfare of the citizens of the Town of Cumberland through review and approval of post-construction stormwater management plans and monitoring and enforcement of compliance with such plans as required by federal and state law.
- B. This article establishes methods for post-construction stormwater management in order to comply with minimum control measure requirements of the Federal Clean Water Act, of federal regulations and of Maine's small municipal separate storm sewer systems general permit.

§ 242-20. Objectives.

The objectives of this article are to:

- A. Reduce the impact of post-construction discharge of stormwater on receiving waters; and
- B. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through use of best management practices as promulgated by the Maine Department of Environmental Protection pursuant to its Chapter 500 and 502 rules and ensure that these management controls are properly maintained and pose no threat to public safety.

§ 242-21. Applicability.

- A. This article applies to all new development and redevelopment within the Town that discharges stormwater to the Town's municipal separate storm sewer system (MS4) and to associated stormwater management facilities.
- B. Exception. This article does not apply to new development or redevelopment on a lot, tract or parcel where that lot, tract or parcel is part of a subdivision that is approved under this article. Said lot, tract or parcel shall not require separate review under this article but shall comply with the post-construction stormwater management plan requirements for that approved subdivision.

§ 242-22. Definitions.

For the purposes of this article, the terms listed below are defined as follows:

APPLICANT

A person with requisite right, title or interest or an agent for such person who has filed an application for new development or redevelopment that requires a post-construction stormwater management plan under this article.

BEST MANAGEMENT PRACTICES (BMP)

Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. Best management practices 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.

CLEAN WATER ACT

The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), also known as the "Clean Water Act," and any subsequent amendments thereto.

CONSTRUCTION ACTIVITY

Construction activity including one acre or more of disturbed area. "Construction activity" also includes activity with less than one acre of total land disturbed area if that area is part of a subdivision that will ultimately disturb an area equal to or greater than one acre.

DISCHARGE

Any spilling, leaking, pumping, pouring, emptying, dumping, disposing or other addition of pollutants to waters of the state. "Direct discharge" or "point source" means 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 or vessel or other floating craft from which pollutants are or may be discharged.

DISTURBED AREA

Clearing, grading and excavation. Mere cutting of trees, without grubbing, stump removal, or disturbance or exposure of soil, is not considered "disturbed area." "Disturbed area" does not include routine maintenance but does include redevelopment. "Routine maintenance" is maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of land or improvements thereon.

ENFORCEMENT AUTHORITY

The Town Manager or his/her designee who is the person(s) or department authorized by the Town to administer and enforce this article.

MUNICIPAL PERMITTING AUTHORITY

The municipal official or body that has jurisdiction over the land use approval or permit required for a new development or redevelopment.

MUNICIPAL SEPARATE STORM SEWER SYSTEM or MS4

Conveyances for stormwater, including but not limited to roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, human-made channels or storm drains (other than publicly owned treatment works and combined sewers), owned or operated by any municipality, sewer or sewage district, fire district, state agency or federal agency or other public entity that discharge directly to surface waters of the state.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT

A permit issued by the United States Environmental Protection Agency (EPA) or by the Maine Department of Environmental Protection (DEP) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

NEW DEVELOPMENT

Any construction activity on unimproved premises, and for purposes of this article includes redevelopment as defined below.

PERSON

Any individual, firm, corporation, municipality, town, quasi-municipal corporation, state agency or federal agency or other legal entity.

POLLUTANT

Dredged spoil, solid waste, junk, incinerator residue, sewage, refuse, effluent, garbage, sewage sludge, munitions, chemicals, biological or radiological materials, oil, petroleum products or by-products, heat, wrecked or discarded equipment, rock, sand, dirt and industrial, municipal, domestic, commercial or agricultural wastes of any kind.

POST-CONSTRUCTION STORMWATER MANAGEMENT PLAN

Best management practices and associated inspection and maintenance procedures for the stormwater management facilities employed by a new development or redevelopment to meet the standards of this article and approved by the municipal permitting authority.

PREMISES

Any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips, located within the Town from which discharges into the storm drainage system are or may be created, initiated, originated or maintained.

QUALIFIED POST-CONSTRUCTION STORMWATER INSPECTOR

A person who conducts post-construction inspections of stormwater management facilities for compensation and who has received the appropriate training for the same from DEP.

REDEVELOPMENT

Construction activity on premises already improved with buildings, structures or activities or uses, but does not include such activities as exterior remodeling of structures.

REGULATED SMALL MS4

Any small MS4 regulated by the State of Maine general permit for the discharge of stormwater from small municipal separate storm sewer systems ("general permit"), including all those located partially or entirely within an urbanized area (UA) and those additional small MS4s located outside a UA that as of the issuance of the general permit have been designated by the DEP as regulated small MS4s.

SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM or SMALL MS4

Any MS4 that is not already covered by the Phase I MS4 Stormwater Program, including municipally owned or operated storm sewer systems, state or federally owned systems, such as colleges, universities, or prisons, Maine Department of Transportation and Maine Turnpike Authority road systems and facilities, and

military bases and facilities.

STORM DRAINAGE SYSTEM

The Town's municipal separate storm sewer system, including the Town's regulated small MS4 and areas outside the Town's urbanized area that drain into the regulated small MS4.

STORMWATER

Any stormwater runoff, snowmelt runoff, and surface runoff and drainage.

STORMWATER MANAGEMENT FACILITIES

Any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures that are part of the post-construction stormwater management plan for a new development or redevelopment.

TOWN

The Town of Cumberland.

URBANIZED AREA (UA)

The areas of the State of Maine so defined by the latest decennial census by the United States Bureau of the Census.

§ 242-23. Stormwater management plan.

- A. Except as provided in § **242-21B** above, no applicant for a building permit, subdivision approval, site plan approval or other zoning, planning or other land use approval for new development to which this article is applicable shall receive such permit or approval for that new development unless the municipal permitting authority for that new development also determines that the applicant's post-construction stormwater management plan for that new development meets the requirements of this article.
- B. At the time of application, the applicant shall notify the municipal permitting authority if its post-construction stormwater management plan includes any BMP(s) that will discharge to the Town's MS4 and shall include in this notification a listing of which BMP(s) will so discharge.

§ 242-24. Performance standards.

- A. The applicant shall make adequate provision for the management of the quantity and quality of all stormwater generated by a new development through a post-construction stormwater management plan. This post-construction stormwater management plan shall be designed to meet the standards contained in the Maine Department of Environmental Protection's Chapter 500 and 502 rules and shall comply with the practices described in the manual "Stormwater Management for Maine," published by the Maine Department of Environmental Protection, January 2006, which hereby are incorporated by reference pursuant to 30-A M.R.S.A. § 3003.
- B. The applicant shall meet the quantity and quality standards above either on site or off site. Where off-site facilities are used, the applicant must submit to the Town documentation, approved as to legal sufficiency by the Town's Attorney, that the applicant has a sufficient property interest in the property where the off-site facilities are located, by easement, covenant or other appropriate legal instrument, to ensure that the facilities will be able to provide post-construction stormwater management for the new development and that the property will not be altered in a way that interferes with the off-site facilities.
- C. Where the applicant proposes to retain ownership of the stormwater management facilities shown in its post-construction stormwater management plan, the applicant shall submit to the Town documentation, approved as to legal sufficiency by the Town's Attorney, that the applicant, its successors, heirs and assigns shall have the legal obligation and the resources available to operate, repair, maintain and replace the

stormwater management facilities. Applicants for new development or redevelopment requiring stormwater management facilities that will not be dedicated to the Town shall enter into a maintenance agreement with the Town. A sample of this maintenance agreement is attached as Appendix 1 to this article.

Editor's Note: Appendix 1 is on file at the Town Clerk's office.

- D. Whenever elements of the stormwater management facilities are not within the right-of-way of a public street and the facilities will not be offered to the Town for acceptance as public facilities, the municipal permitting authority may require that perpetual easements not less than 30 feet in width, conforming substantially to the lines of existing natural drainage and in a form acceptable to the Town's Attorney, shall be provided to the Town allowing access for maintenance, repair, replacement and improvement of the stormwater management facilities. When an offer of dedication is required by the municipal permitting authority, the applicant shall be responsible for the maintenance of these stormwater management facilities under this article until such time (if ever) as they are accepted by the Town.
- E. In addition to any other applicable requirements of this article and the Town's Municipal Code, any new development which also requires a stormwater management permit from the Maine Department of Environmental Protection (DEP) under 38 M.R.S.A. § 420-D shall comply with the rules adopted by DEP under 38 M.R.S.A. § 420-D, Subsection 1, as the same may be amended from time to time, and the applicant shall document such compliance to the municipal permitting authority. Where the standards or other provisions of such stormwater rules conflict with municipal ordinances, the stricter (more protective) standard shall apply.

§ 242-25. General requirements.

Any person owning, operating, leasing or having control over stormwater management facilities required by a post-construction stormwater management plan approved under this article shall demonstrate compliance with that plan as follows:

- A. That person or a qualified post-construction stormwater inspector hired by that person shall, at least annually, inspect the stormwater management facilities, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved post-construction stormwater management plan.
- B. If the stormwater management facilities require maintenance to function as intended by the approved post-construction stormwater management plan, that person shall take corrective action(s) to address the deficiency or deficiencies.
- C. That person shall employ a qualified post-construction stormwater inspector to provide, on or by March 1 of each year, a completed and signed certification to the enforcement authority, in a form identical to that attached as Appendix 2 to this article, *Editor's Note: Appendix 2 is on file at the Town Clerk's office.* certifying that the stormwater management facilities have been inspected and that they are adequately maintained and functioning as intended by the approved post-construction stormwater management plan, or that they require maintenance or repair, describing any required maintenance and any deficiencies found during inspection of the stormwater management facilities, and if the stormwater management facilities require maintenance or repair of deficiencies in order to function as intended by the approved post-construction stormwater management plan, the person shall provide a record of the required maintenance or deficiency and corrective action(s) taken.

§ 242-26. Right of entry.

In order to determine compliance with this article and with the post-construction stormwater management plan, the enforcement authority may enter upon property at reasonable hours with the consent of the owner, occupant or agent to inspect the stormwater management facilities.

§ 242-27. Annual report.

Beginning July 1, 2009, and each year thereafter, the Town shall include the following in its annual report to the Maine Department of Environmental Protection:

- A. The cumulative number of sites that have stormwater management facilities discharging into its MS4;
- B. A summary of the number of sites that have stormwater management facilities discharging into its MS4 that were reported to the Town;
- C. The number of sites with documented functioning stormwater management facilities; and
- D. The number of sites that required routine maintenance or remedial action to ensure that stormwater management facilities are functioning as intended.

§ 242-28. Enforcement.

It shall be unlawful for any person to violate any provision of or to fail to comply with any of the requirements of this article or of the post-construction stormwater management plan. Whenever the enforcement authority believes that a person has violated this article or the post-construction stormwater management plan, the enforcement authority may enforce this article in accordance with 30-A M.R.S.A. § 4452.

§ 242-29. Notice of violation.

- A. Whenever the enforcement authority believes that a person has violated this article or the post-construction stormwater management plan, the enforcement authority may order compliance with this article or with the post-construction stormwater management plan by written notice of violation to that person indicating the nature of the violation and ordering the action necessary to correct it, including, without limitation:
 - (1) The abatement of violations and the cessation of practices or operations in violation of this article or of the post-construction stormwater management plan;
 - (2) At the person's expense, compliance with BMPs required as a condition of approval of the new development, the repair of stormwater management facilities and/or the restoration of any affected property; and/or
 - (3) The payment of fines, of the Town's remediation costs and of the Town's reasonable administrative costs and attorney fees and costs.
- B. If abatement of a violation, compliance with BMPs, repair of stormwater management facilities and/or restoration of affected property is required, the notice shall set forth a deadline within which such abatement, compliance, repair and/or restoration must be completed.

§ 242-30. Violations and penalties; injunctive relief.

Any person who violates this article or the post-construction stormwater management plan shall be subject to fines, penalties and orders for injunctive relief and shall be responsible for the Town's attorney fees and costs, all in accordance with 30-A M.R.S.A. § 4452. Each day that such violation continues shall constitute a separate violation. Moreover, any person who violates this article or the post-construction stormwater management plan also shall be responsible for any and all fines, penalties, damages and costs, including but not limited to attorney fees and costs, incurred by the Town for violation of federal and state environmental laws and regulations caused by or related to that person's violation of this article or of the post-construction stormwater management plan; this responsibility shall be in addition to any penalties, fines or injunctive relief imposed under this article.

§ 242-31. Consent agreement.

The enforcement authority may, with the approval of the municipal officers, enter into a written consent agreement with the violator to address timely abatement of the violation(s) of this article or of the post-construction stormwater management plan for the purposes of eliminating violations of this article or of the post-construction stormwater management plan and of recovering fines, costs and fees without court action.

§ 242-32. Appeal of notice of violation or suspension.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- A. Any person receiving a notice of violation or suspension notice may appeal the determination of the enforcement authority to the Board of Adjustment and Appeals in accordance with the provisions of Chapter **315**, Zoning, § **315-77D**. The notice of appeal must be received within 30 days from the date of receipt of the notice of violation.
- B. The Board of Adjustment and Appeals shall hold a de novo hearing on the appeal within 30 days from the date of receipt of the notice of appeal. The Board of Adjustment and Appeals may affirm, reverse or modify the decision of the enforcement authority. A party aggrieved by the decision of the Board of Adjustment and Appeals may appeal that decision to the Maine Superior Court within 45 days of the date of the Board of Adjustment and Appeals decision pursuant to Rule 80B of the Maine Rules of Civil Procedure.

§ 242-33. Enforcement measures after notice and appeal.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I). If the violation has not been corrected pursuant to the requirements set forth in the notice of violation or, in the event of an appeal to the Board of Adjustment and Appeals, within 45 days of a decision of the Board of Adjustment and Appeals affirming or modifying the enforcement authority's decision, then the enforcement authority may recommend to the municipal officers that the Town's Attorney file an enforcement action in a Maine court of competent jurisdiction under Rule 80K of the Maine Rules of Civil Procedure.

§ 242-34. Authority.

The Town of Cumberland enacts this article pursuant to 30-A M.R.S.A. § 3001 (municipal home rule ordinance authority), 38 M.R.S.A. § 413 (the Wastewater Discharge Law), 33 U.S.C. § 1251 et seq. (the Clean Water Act), and 40 CFR 122 [United States Environmental Protection Agency's regulations governing the National Pollutant Discharge Elimination System (NPDES)]. The Maine Department of Environmental Protection, through its promulgation of the general permit for the discharge of stormwater from small municipal separate storm sewer systems, has listed the Town of Cumberland as having a regulated small municipal separate storm sewer system ("small MS4"); under this general permit, listing as a regulated small MS4 necessitates enactment of this article as part of the Town's stormwater management program in order to satisfy the minimum control measures required by Part IV D 5 (Post-construction stormwater management in new development and redevelopment).

Appendix N

List of Municipal Operations in the Urban Area

<p align="center">Town of Cumberland Municipal Operations in the Urban Area</p>
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<u>Facility</u>	<u>Location</u>	<u>Size</u>	<u>Scope of Work</u>
Public Works Garage	Drowne Road	8000 sq ft	Vehicle Maintenance, Painting, Welding Salt Storage, Vehicle Storage
SAD 51 Bus Maintenance Facility	Drowne Road	3200 sq ft	Bus Maintenance, Vehicle Storage
Twin Brook Maintenance Facility	Tuttle Road	2500 sq ft	Lawn Mower and Fertilizer Storage
Valhalla Golf Course Maintenance Facility	Valhalla Road	1500 sq ft	Light Mower maintenance, Fertilizer Storage Pesticide Storage

Appendix O

Operation and Maintenance Procedures for Town Facilities



OPERATION AND MAINTENANCE PROCEDURES FOR VALHALLA GOLF COURSE FACILITY

Revision June 29, 2010



Train employees and subcontractors annually on O&M Procedures

Train new employees within six months of hire

VEHICLE & EQUIPMENT: FUELING, WASHING & STORAGE (golf carts, tractors, lawn mowers, trimmers, weed whackers, blowers, etc)

Always:

- When fueling must be done in the field, do so over a paved or concrete area well away from any storm drains or ditches. When pouring fuel from a jerry can, use a funnel.
- Maintain all fueling equipment in good working order. Conduct preventive maintenance.
- Conduct regular inspections of the fueling area and clean up any spills and absorbent on the ground.
- Use drip pans under leaking equipment.
- Completely drain oil filters before disposal by poking a hole in the top and allowing it to drain for 24 hrs.
- Clean up all spills and leaks immediately with soil, sand, rags or paper towels. Keep others away from the spill and make sure it does not run off into other areas. Scoop all into a leak-proof container and properly dispose of it.
- Keep “clean-up supplies” such as a containment drum, kitty litter, sand, sawdust, a shovel, a broom and dustpan in your storage facility and ready to use.
- Place stockpiled materials away from ledge or rock outcrops, storm drains, ditches and surface waters.

When Possible:

- Perform all fueling activities for lawn care equipment in an enclosed building with closed drainage.
- Keep stockpiles under cover or use erosion control mulch to contain.
- Reduce the amount of liquid cleaning agents used or use low phosphate or phosphate free products.
- Conduct maintenance within a building or covered area.
- Park vehicles/equipment indoors or under a roof.
- Wash equipment/vehicles in a designated area that is permeable or drains to a buffer and does not directly drain to a ditch or water body.
- Discharge all wash water containing degreasers, acids, bases, and or metal brighteners to an on site treatment facility, the sanitary sewer in accordance with the treatment plant standards, or an approved holding tank.
- Drain fluid from stored/salvaged vehicles/equipment.

Never:

- Never allow “topping off” of fuel tanks.
- Never allow drivers or operators to leave their vehicles or equipment unattended while fueling.
- Never dump gas, wastes or contaminated water down storm drains.
- Never refuel or change the mower oil near storm drains.
- Never hose down the work area unless the runoff will either be directed to an oil/ water separator and discharged into the city’s sanitary sewer system or contained and disposed of as a hazardous waste.

FERTILIZERS:

Always:

- Keep records/documentation of all materials applied and when.
- Check the weather forecast and apply according to product instructions as to whether to apply dry or lightly watered in.
- Store in closed containers labeled with contents and purchase date.
- Keep containers in a secure building enclosure and clean as needed.
- Always routinely inspect storage area for leaks, spills, residue, and trash.
- If fertilizer accidentally ends up on pavement, always sweep it up as and put it back in the bag.

Whenever possible:

- Consider a low or no fertilizer approach to maintain turf.

FERTILIZERS, Continued:

- Perform a soil test to determine actual fertilization needs and application rate.
- Calibrate fertilizer spreaders to avoid excessive application.
- When fertilizer is needed, use slow or timed release nitrogen sources.

Never:

- Never apply fertilizers within five feet of pavement, 25 feet of a storm drain inlet, or 50 feet of a stream or water body.

PESTICIDES

Always:

- Use a licensed commercial pesticide company or licensed personnel for pesticide application, storage and disposal.

LANDSCAPING PRACTICES (mowing, irrigation, etc)

Always:

- Mow only as low as needed for the area's intended use. If areas are not being used, allow to return to meadow or field and mow once or twice per year rather than every week.
- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Remove any grass clippings off of paved surfaces and return to the grassed area.
- Water at appropriate times (when no rain is forecasted and in the morning).

When Possible:

- Use mulching type mowers if available.
- Re-seed and mulch area where soils are exposed.
- Mow when the grass is dry to prevent spread of turf diseases.

Never:

- Never use leaf blowers to blow waste into storm drains or ditches. Only blow into streets when it will be picked up within 24-48 hours or prior to a rain or heavy wind event.
- Never irrigate based on timers or schedules instead of monitoring for rainfall.

SPILL CLEAN UP: (crude oil, gasoline, heating oil, various fuel oils, lubricating oil, hydraulic oil, asphaltic residuals)

Always:

- Stop the source of the spill and contain any liquids, if possible to safely do so.
- Contact the MDEP to report **any size spill**.
 - **MDEP Petroleum Products Spill Response: 1-800-482-0777**
 - **MDEP Hazardous Material (non-oil spill): 1-800-452-4664**
- Report any discharge of hazardous waste immediately, (within one hour) to local emergency officials [fire department], then contact **MDEP Hazardous Material Department** (as described above).
 - Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
- Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads. Do not use straw or water.
- Notify Cumberland's Director of Operations as soon as possible for documentation of spill and spill response.



OPERATION AND MAINTENANCE PROCEDURES FOR TWIN BROOKS RECREATION FACILITY

Revision June 29, 2010



Train employees and subcontractors annually on O&M Procedures

Train new employees within six months of hire

VEHICLE & EQUIPMENT: FUELING, WASHING & STORAGE (tractors, lawn mowers, golf carts, trimmers, weed whackers, blowers, etc)

Always:

- When fueling must be done in the field, do so over a paved or concrete area well away from any storm drains or ditches. When pouring fuel from a jerry can, use a funnel.
- Maintain all fueling equipment in good working order. Conduct preventive maintenance.
- Conduct regular inspections of the fueling area and clean up any spills and absorbent on the ground.
- Use drip pans under leaking equipment.
- Completely drain oil filters before disposal by poking a hole in the top and allowing it to drain for 24 hrs.
- Clean up all spills and leaks immediately with soil, sand, rags or paper towels. Keep others away from the spill and make sure it does not run off into other areas. Scoop all into a leak-proof container and properly dispose of it.
- Keep “clean-up supplies” such as a containment drum, kitty litter, sand, sawdust, a shovel, a broom and dustpan in your storage facility and ready to use.
- Place stockpiled materials away from ledge or rock outcrops, storm drains, ditches and surface waters.

When Possible:

- Perform all fueling activities for lawn care equipment in an enclosed building with closed drainage.
- Keep stockpiles under cover or use erosion control mulch to contain.
- Reduce the amount of liquid cleaning agents used or use low phosphate or phosphate free products.
- Conduct maintenance within a building or covered area.
- Park vehicles/equipment indoors or under a roof.
- Wash equipment/vehicles in a designated area that is permeable or drains to a buffer and does not directly drain to a ditch or water body.
- Discharge all wash water containing degreasers, acids, bases, and or metal brighteners to an on site treatment facility, the sanitary sewer in accordance with the treatment plant standards, or an approved holding tank.
- Drain fluid from stored/salvaged vehicles/equipment.

Never:

- Never allow “topping off” of fuel tanks.
- Never allow drivers or operators to leave their vehicles or equipment unattended while fueling.
- Never dump gas, wastes or contaminated water down storm drains.
- Never refuel or change the mower oil near storm drains.
- Never hose down the work area unless the runoff will either be directed to an oil/ water separator and discharged into the city’s sanitary sewer system or contained and disposed of as a hazardous waste.

FERTILIZERS:

Always:

- Keep records/documentation of all materials applied and when.
- Check the weather forecast and apply according to product instructions as to whether to apply dry or lightly watered in.
- Store in closed containers labeled with contents and purchase date.
- Keep containers in a secure building enclosure and clean as needed.
- Always routinely inspect storage area for leaks, spills, residue, and trash.
- If fertilizer accidentally ends up on pavement, always sweep it up as and put it back in the bag.
- Consider a low or no fertilizer approach to maintain turf.
- Perform a soil test to determine actual fertilization needs and application rate.

FERTILIZERS, Continued:

Whenever possible:

- Calibrate fertilizer spreaders to avoid excessive application.
- When fertilizer is needed, use slow or timed release nitrogen sources.

Never:

- Never apply fertilizers within five feet of pavement, 25 feet of a storm drain inlet, or 50 feet of a stream or water body.

PESTICIDES

Always:

- Use a licensed commercial pesticide company or licensed personnel for pesticide application, storage and disposal.

LANDSCAPING PRACTICES (mowing, irrigation, etc)

Always:

- Mow only as low as needed for the area's intended use. If areas are not being used, allow to return to meadow or field and mow once or twice per year rather than every week.
- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Remove any grass clippings off of paved surfaces and return to the grassed area.
- Water at appropriate times (when no rain is forecasted and in the morning).

When Possible:

- Use mulching type mowers if available.
- Re-seed and mulch area where soils are exposed.
- Mow when the grass is dry to prevent spread of turf diseases.

Never:

- Never use leaf blowers to blow waste into storm drains or ditches. Only blow into streets when it will be picked up within 24-48 hours or prior to a rain or heavy wind event.
- Never irrigate based on timers or schedules instead of monitoring for rainfall.

SPILL CLEAN UP: (crude oil, gasoline, heating oil, various fuel oils, lubricating oil, hydraulic oil, asphaltic residuals)

Always:

- Stop the source of the spill and contain any liquids, if possible to safely do so.
- Contact the MDEP to report **any size spill**.
 - **MDEP Petroleum Products Spill Response: 1-800-482-0777**
 - **MDEP Hazardous Material (non-oil spill): 1-800-452-4664**
- Report any discharge of hazardous waste immediately, (within one hour) to local emergency officials [fire department], then contact **MDEP Hazardous Material Department** (as described above).
 - Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
- Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads. Do not use straw or water.
- Notify Cumberland's Director of Operations as soon as possible for documentation of spill and spill response.

WILDLIFE: (DUCKS, GEESE, GULLS, ETC)

Facts:

- Wildlife always have plenty of natural food sources
- They do not need Wonder Bread, French fries or pretzels (these foods provide no nutritional value to wildlife)
- Wildlife's most common instinct is "fear of humans"
 - If this instinct is lost-wildlife could be hurt or killed and humans put themselves at risk too
- Birds and other animals that have a steady diet of human food are overweight and undernourished.

More than meets the eye:

- The animals you feed aren't the only animals you may impact;
 - Bald Eagles eat ducks, which impacts the food chain (unhealthy ducks result in unhealthy eagles).
 - Sometimes a French fry, pretzel, etc., can get caught in their windpipes and actually split the esophagus causing the animal to die.

Never:

- Never feed wild animals and birds.

TRAIL MAINTENANCE:**Always keep water off trails by:**

- Installing rock or wood water bars to divert runoff into vegetated areas
- Installing water bars at a 45 degree angle
- Using drainage dips, swales or cross ditches to divert water from trails

Maintain Best Management Practices by:

- Cleaning and clearing out sediment and debris.
- Clearing blow downs
- Keeping trails free of brush

EROSION AND SEDIMENT CONTROL:**Always:**

- Use erosion control techniques or devices to stabilize disturbed areas.
- Use effective site planning to avoid sensitive areas.
- Keep land disturbance to a minimum.
- Install, inspect and maintain erosion control devices properly.
- Minimize slope lengths.
- Prevent erosion by covering bare soil with mulch or other cover.

Whenever Possible:

- Protect natural vegetation, especially near water bodies, wetlands, and steep slopes.
- Establish vegetative cover with good root systems prior to freeze/thaw cycles.

Never:

- Never divert runoff into a sensitive area.

Attachment B

Town Signatory Page for the Permit Year 5 Annual Reports

**General Permit for the Discharge of Stormwater from
Small Municipal Separate Storm Sewer Systems**

**Certificate for Permit Year 5 Annual Report
(July 1, 2012 – June 30, 2013)**

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

Authorized Representative for the municipality of Cumberland:

Name: Stephen B. [Signature] Date: 9/20/2013

Title: Director of Operations