

# Stormwater Pollution Prevention Plan

*City of Lambertville*

*County of Hunterdon*

*(Permit Number (NJG0153044))*

Annual Review Date: November 2, 2023

Updated: February 13, 2024

Stormwater Program Coordinator: *Lester E. Myers, Jr.*

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## Form 1 – Team Members

Stormwater Program Coordinator (SPC)			
Name and Title		Lester E. Myers, Jr. Director of Public Works and Stormwater Program Coordinator	
Phone	609-397-0110, ext. 31	Email	<a href="mailto:publicworks@lambertvillenj.org">publicworks@lambertvillenj.org</a>
Individual(s) Responsible for Major Development Project Stormwater Management Review			
Name and Title		Michael F. Sullivan, ASLA, AICP City Planner	
Phone	609-883-8383 x 307	Email	<a href="mailto:msullivan@cchnj.com">msullivan@cchnj.com</a>
Name and Title		Douglas Rossino, PE, Senior Project Manager, Gilmore & Associates City Engineer, Planning and Zoning Board Engineer	
	267-337-6882	Email	<a href="mailto:drossino@gilmore-assoc.com">drossino@gilmore-assoc.com</a>
Other Municipal Stormwater Team Members			
Name and Title		Andrew J. Nowick, Mayor	
Phone	917-324-0411	Email	<a href="mailto:mayornowick@lambertvillenj.org">mayornowick@lambertvillenj.org</a>
Name and Title		Kenneth O. Rogers, Construction Official, CRS Coordinator, Zoning Officer, and Floodplain Manager	
Phone	609-397-0110, 24	Email	<a href="mailto:constructionofficials@lambertvillenj.org">constructionofficials@lambertvillenj.org</a>
Name and Title		Cynthia Ege, City Clerk	
Phone	609-397-0110, ext. 11	Email	<a href="mailto:cityclerk@lambertvillenj.org">cityclerk@lambertvillenj.org</a>
Shared/Contracted Service Providers			
Provider Name	Service Provided	Term of Service	
Township of West Amwell	Equipment Share, Boom Mower	Resolution Number 132-2021, September of 2021	

## Form 2 – Revision History

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
11-08-2023	Updated the SPPP to the New format	Requirement from NJDEP
12-07-2023	Form #7, Number 7	Added the following new developments: 39 Ferry Street 17 Wilson Street
12-29-2023	Form #7, Number 1	Amended the language.
01-02-2024	Form #5, Additional Stormwater Related Ordinances	Added adoption dates

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**Form 3 – Public Announcements**  
*Part IV.B. and C.*

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://www.lambertvillenj.org/resident/stormwater-management">https://www.lambertvillenj.org/resident/stormwater-management</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
Lindsay Hansche, Deputy Clerk
3. List the newspapers, social media outlets, websites, direct mailings (Email or postal), and other communication approaches typically used to inform/educate the public on stormwater program information and related events/activities.
<p><i>Facebook: <a href="https://www.facebook.com/CityGovernmentofLambertville">Htps://www.facebook.com/CityGovernmentofLambertville</a></i></p> <p><i>Website: <a href="http://www.lambertvillenj.org">www.lambertvillenj.org</a></i></p> <p><i>Digital: Lambertville Matters, a weekly digital newsletter to residents</i></p> <p><i>Mailings through Post Office: Annual Tax Bills with enclosures</i></p> <p><i>Annual Green Fair – noticed in the Lambertville Matters</i></p> <p><i>Annual Shad Festival – noticed in the Lambertville Matters, Chamber’s website.</i></p>

## Form 4 – Post-Construction Stormwater Management in New Development and Redevelopment

### *Part IV.E.*

1. How does the municipality define “major development”? If it is different from the definition in N.J.A.C. 7:8, explain the difference.

Section Z-1500.2{27} of the City Code defines “Major Development” as:

A. An individual development, as well as multiple developments that individually or collectively result in:

1. The disturbance of 1/2 or more acres of land since February 2, 2004.
2. The creation of 5,000 square feet or more of "regulated impervious surface" since February 2, 2004.
3. The creation of 5,000 square feet or more of "regulated motor vehicle surface" since March 2, 2021; or
4. A combination of Subsection A2 and 3 above that totals an area of 5,000 square feet or more. The same surface shall not be counted twice when determining if the combination area equals 5,000 square feet or more.

B. Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection A1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development," but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered major development.

2. Is the municipality’s stormwater control ordinance (SCO) the same as or more stringent than NJDEP’s model SCO? If more stringent, explain the difference.

The City of Lambertville Adopted the State of New Jersey’s model Stormwater Management Ordinance on May 20, 2021. The majority of the City’s SCO is the same as NJDEP’s model SCO with some sections being more stringent, i.e., definition of “major development,” recommended use of Low Impact Development practices, etc.

3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).

For major development project applications, the City/Planning Board Engineer reviews the stormwater management design for compliance with the water quality, water quantity,

groundwater recharge and green infrastructure design standards as per N.J.A.C. 7:8 and the City's SCO, as well as the Site Plans for compliance with RSIS. If the project is deemed compliant with the SWM rule, City's SCO and RSIS, it is presented to the Planning Board for approval. Throughout construction, the City Engineer and the City Code Enforcement Officer inspect the construction sites at project milestones to ensure that the project is constructed in accordance with the approved development plans.

4. Does your municipality have a mitigation plan included in your Municipal Stormwater Management Plan and Stormwater Control Ordinance? Indicate the location of records of all variances granted.

The City of Lambertville's Zoning Ordinance, Section Z-1500.15 is the Mitigation Plan. The Zoning, Planning and Construction Office maintain the records.

To date, no variances have been issued.

5. Indicate the dates of each iteration of the city's Stormwater Control Ordinance, starting with the initial adoption and including revisions.

Lambertville Zoning Ordinance, Article XV, Stormwater Management  
Amended 9-15-2015 by Ordinance No. 23-2015.  
Amended 9-21-2023 by Ordinance No. 28-2023

6. Indicate the dates of each iteration of the city's Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.

Adopted 4-17-2006 by Ordinance No. 2006-09.  
Amended 4-22-2021 by Ordinance No. 08-2021.

**Form 5 – Ordinances**  
**Part IV.F.1.**

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality’s is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	1990 Amended 05-18-2023	No, elements were incorporated into Chapter 9 of the Lambertville City Code, 2014	Police Department	Any person(s) who is found to be in violation of the provisions of this ordinance upon conviction shall be liable to the penalty stated in Chapter 1 Section 1-5.
2. Wildlife Feeding	1990 Amended 05-18-23	No, elements were incorporated into Chapter 4 of the Lambertville City Code, 2014	Police Department	
3. Litter Control	1990 Amended 05-18-23	No, elements were incorporated into Chapter 4 of the Lambertville City Code, 2014	Police Department or Public Works	
4. Improper Disposal of Waste	1990	Various components of this Ordinance are included in the City’s Litter Control and Yard Waste Ordinance.	Police or Public Works	
5. Yard Waste	1990 amended 2013, and Amended 05-18-2023	No, elements were incorporated into Chapter 12 of the Lambertville City Code, 2014	Police Department	
6. Private Storm Drain Inlet Retrofitting	Adopted 07-20-2023	No, elements were incorporated into Z-1500, Section .16	Police Department or Other Municipal Officials of the City of Lambertville	
7. Illicit Connections	09-21-18	No, elements were incorporated into Z-1500, Section .16	Police Department or Other Municipal Officials of the City of Lambertville	
8. Privately-Owned Salt Storage	Introduced for First Reading 11-16-2023	The State of NJ’s model Ordinance was used	Police Department	
9. Tree Removal-Replacement	06-15-2023	Various components of the State’s Model Ordinance are the same as the City’s Ordinance.	Shade Tree Commission	
List any additional stormwater-related ordinances the municipality has adopted that address issues beyond the scope of the MS4 permit. Include adoption date, entity responsible for enforcement, and related fees and fines.				



*Debris Management Plan to plan for a disaster and place dumpsters away from inlets, adopted 07-20-23.  
Storm Sewer Inlet to regulate the construction sites to prohibit debris near storm drains and inlets, adopted 08-17-23. Amended the Street Sweeper Ordinance to include city owned parking lots, adopted 04-20-23.*

**Indicate the location of records associated with ordinances and related violations and enforcement actions below.**

City Clerk's Office, 18 York Street, Lambertville, NJ, 08530  
Website: <https://ecode360.com/LA4026>

## Form 6 – Street Sweeping

### *Part IV.F.2.a.i. and ii.*

1. Provide a written description and/or attach a map outlining the sweeping schedule for the following:
  - Segments of municipal roads with storm drain inlets that discharge to surface water (required at least three times each year)
  - Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least one time each year)

*Note: Only asphalt and concrete roads need to be swept. Roads that do not have storm drain inlets and do not discharge to surface water do not need to be swept.*

The City of Lambertville maintains the roadways by a street sweeping operation that runs beginning in March/April weather permitting and ends in early December. The sweeper is run on each street in the historic district on a weekly basis. The hills are cleaned monthly.

#### § 7-4.4 Parking Prohibited Certain Hours.

[Ord. #88-25, § 5; Ord. #90-02, § 1; Ord. #94-16, § 3, Ord. #97-20, § 1; 1990 Code § 7-4.4.; Ord. No. 2004-09; amended 3-17-2022 by Ord. No. 02-2022; 4-21-2022 by Ord. No. 04-2022; 6-16-2022 by Ord. No. 14-2022]

Parking of motor vehicles on the streets on the days and between the hours set forth in this subsection is prohibited.

NAME OF STREET	SIDE	HOURS	LOCATION
MONDAY			
Buttonwood Street [Ord. No. 2003-15]	North	8:00 a.m. to 10:00 a.m.	Entire length
Cherry Street [Ord. No. 2003-15]	North	8:00 a.m. to 10:00 a.m.	Entire length
Delaware Avenue [Ord. No. 2003-15]	North	8:00 a.m. to 10:00 a.m.	Entire length
Delevan Street [Ord. No. 2003-15]	North	8:00 a.m. to 10:00 a.m.	Entire length
Elm Street [Ord. No. 2003-15]	North	8:00 a.m. to 10:00 a.m.	Entire length
Jefferson Street [Ord. No. 2003-15]	North	8:00 a.m. to 10:00 a.m.	Entire length

North Union Street [Ord. No. 2003-15]	West	8:00 a.m. to 10:00 a.m.	North side of York Street to the northerly terminus
Perry Street [Ord. No. 2003-15]	North	8:00 a.m. to 10:00 a.m.	Entire length
TUESDAY			
Buttonwood Street [Ord. No. 2003-15]	South	8:00 a.m. to 10:00 a.m.	Entire length
Cherry Street [Ord. No. 2003-15]	South	8:00 a.m. to 10:00 a.m.	Entire length
Delaware Avenue [Ord. No. 2003-15]	South	8:00 a.m. to 10:00 a.m.	Entire length
Delevan Street [Ord. No. 2003-15]	South	8:00 a.m. to 10:00 a.m.	Entire length
Elm Street [Ord. No. 2003-15]	South	8:00 a.m. to 10:00 a.m.	Entire length
Jefferson Street [Ord. No. 2003-15]	South	8:00 a.m. to 10:00 a.m.	Entire length
North Union Street [Ord. No. 2003-15]	East	8:00 a.m. to 10:00 a.m.	North side of York Street to the northerly terminus
Perry Street [Ord. No. 2003-15]	South	8:00 a.m. to 10:00 a.m.	Entire length
WEDNESDAY			
Church Street [Ord. No. 2004-09]	North	8:00 a.m. to 10:00 a.m.	Entire length
Commerce Street [Ord. No. 2004-09]	Both	8:00 a.m. to 10:00 a.m.	Entire length

Coryell Street [Ord. No. 2004-09]	North	8:00 a.m. to 10:00 a.m.	Entire length
Ferry Street [Ord. No. 2004-09]	North	8:00 a.m. to 10:00 a.m.	Entire length
Lilly Street [Ord. No. 02-2022]	North	8:00 a.m. to 10:00 a.m.	Entire length
Mt. Hope Street [Ord. No. 2004-09]	North	8:00 a.m. to 10:00 a.m.	Entire length
NJ Route 29 [Ord. No. 04-2022]	Southbound (westerly)	8:00 a.m. to 10:00 a.m.	Between Cherry Street and Route NJ 179 (Bridge Street)
North Main Street (179) [Ord. No. 14-2022]	Southbound (west side)	8:00 a.m. to 10:00 a.m.	Between Cherry and Bridge Street
South Main Street [Ord. No. 14-2022]	Southbound (west side)	8:00 a.m. to 10:00 a.m.	Bridge to Mount Hope Street
Swan Street [Ord. No. 2004-09]	North	8:00 a.m. to 10:00 a.m.	From South Union Street to Highway #165 north side
York Street [Ord. No. 2004-09]	North	8:00 a.m. to 10:00 a.m.	Entire length
THURSDAY			
Church Street [Ord. No. 2004-09]	South	8:00 a.m. to 10:00 a.m.	Entire length
Coryell Street [Ord. No. 2004-09]	South	8:00 a.m. to 10:00 a.m.	Entire length

Ferry Street [ <b>Ord. No. 2004-09</b> ]	South	8:00 a.m. to 10:00 a.m.	Entire length
Lambert Lane [ <b>Ord. No. 2004-09</b> ]	Both	8:00 a.m. to 10:00 a.m.	Entire length
Lilly Street [ <b>Ord. No. 02-2022</b> ]	South	8:00 a.m. to 10:00 a.m.	Entire length
Mt. Hope Street [ <b>Ord. No. 2004-09</b> ]	South	8:00 a.m. to 10:00 a.m.	Entire length
North Franklin Street [ <b>Ord. No. 2004-09</b> ]	West	8:00 a.m. to 10:00 a.m.	Entire length
North Union Street [ <b>Ord. No. 2004-09</b> ]	West	8:00 a.m. to 10:00 a.m.	From York Street to the southerly terminus
South Union Street [ <b>Ord. No. 2004-09</b> ]	West	8:00 a.m. to 10:00 a.m.	From York Street to the southerly terminus
Swan Street [ <b>Ord. No. 2004-09</b> ]	South	8:00 a.m. to 10:00 a.m.	From South Union Street to Highway #29 south side
Wilson Street [ <b>Ord. No. 2004-09</b> ]	Both	8:00 a.m. to 10:00 a.m.	Entire length
York Street [ <b>Ord. No. 2004-09</b> ]	South	8:00 a.m. to 10:00 a.m.	Entire length
NAME OF STREET			
SIDE			
HOURS			
LOCATION			
FRIDAY			
Arnett Avenue	Both	8:00 a.m. to 10:00 a.m.	Entire length
[ <b>Ord. No. 2003-15</b> ]			

Clinton Street [Ord. No. 2003-15]	Both	8:00 a.m. to 10:00 a.m.	Entire length
George Street [Ord. No. 2003-15; Ord. No. 2004-09]	Both	8:00 a.m. to 10:00 a.m.	Elm Street to York Street
North Franklin Street	East	8:00 a.m. to 10:00 a.m.	Entire length
North Union Street	East	8:00 a.m. to 10:00 a.m.	South side of York Street to the southerly terminus
North Union Street Parking Lot [Ord. No. 14-2022]	Entire lot	8:00 a.m. to 10:00 a.m.	East side of North Union Avenue
South Main Street [Ord. No. 14- 2022]	South- bound (east side)	8:00 a.m. to 10:00 a.m.	Swan to Mount Hope Street
South Union Street	East	8:00 a.m. to 10:00 a.m.	South side of York Street to the southerly terminus
Studdiford Street	Both	8:00 a.m. to 10:00 a.m.	Entire length
NAME OF STREET                      SIDE                      HOURS                      LOCATION			
MONDAY THROUGH FRIDAY			
North Union Street [Ord. No. 2006-11]	West	8:00 a.m. to 5:00 p.m.	Entire frontage of Block 1005 Lots 15 and 16
Library Parking Lot		8:00 a.m. to 10:00 a.m. Fridays	
2. Indicate if sweeping work is outsourced and if so, describe the arrangement.			
Street Sweeping is in house. The City of Lambertville has a part-time employee to manage the Street Sweeper Project.			

**Form 7 – MS4 Infrastructure**  
*Part IV.F.2-4. and Part IV.G.2-3.*

**1. Municipal Storm Drain Inlets**

- a. Describe how you ensure that municipal inlets without permanent wording cast into the design have been properly labeled.
- b. Describe how you ensure that municipal and private storm drain inlets have been retrofitted.
- c. Describe how you ensure that newly installed storm drain inlets include corresponding catch basins or other BMPs to collect solids.
- d. Describe when and how you conduct inspections of storm drain inlets and the criteria used to determine when they need to be cleaned.

a. The Lambertville Public Works Department will purchase decals (Dump no Waste, Drains to Waterways) and label all unmarked inlets by the end of summer 2024.

b. Storm drain inlets are retrofitted as the City undertakes repaving or other roadway construction and will be in full compliance by October of 2027. We have started with identifying the public owned inlets so that we can formulate a plan to replace and update them by October of 2027.

c. In compliance with state regulations, the City engineer is responsible for ensuring proper design for new storm inlet catch basins or other BMPs to collect solids.

d. The Stormwater Management Coordinator schedules inspections of storm drain inlets bi-annually. Additionally, the Public Works Department will check inlets while performing nearby maintenance along roads or in the neighborhoods. (Our residents, especially in low lying areas, frequently check inlets and call the City when issues arise.) The City maintains a list of trouble spots which are inspected more frequently, particularly pre and post rain events. The coordinator will lift the grate and make a visual inspection to determine whether a catch basin needs to be cleaned.

**2. Municipal Catch Basins**

- a. Describe when and how you conduct inspections of catch basins.
- b. Describe the criteria used to determine when catch basins need to be cleaned.

a.: Catch basins and inlets will be inspected bi-annually (Spring and Fall) by the Public Works Department, to ensure they are fully functional and there is no damage. In the spring, the Public Works Department will conduct a visual inspection of all inlets on the south side of the City (Bridge Street south, Cottage and Connaught Hill). In the fall, the Public Works Department will conduct a visual inspection of all inlets on the north side of the City (Bridge Street north, Music Mountain and Blair Tract).

b.: The City has developed a list of catch basins and inlets that have recurring problems, and they are checked pre and post storm to ensure they are free of debris. They include the following locations: Bridge Street (State Highway), Alexaiken Creek and Blair Tract, Ely Creek inlet is located near the Football Field at Ely Park, Jackson Street Culvert and North Union and Arnett Avenue.

### **3. Municipal Conveyance System**

Describe when and how inspections of MS4 conveyance systems are conducted, and the criteria used to determine when they need to be cleaned. Include a description of the equipment and techniques used.

The Public Works Department will examine all public and privately owned inlets twice annually (Spring and Fall).

The City Inspector will note all issues related to maintenance to assist with determining the maintenance schedule, noting that some inlets may require additional maintenance due to the volume of water and debris washed through that area.

This information will be used to create a schedule that will be updated as needed.

### **4. Municipal Outfall Inspections – Stream Scouring**

Describe the program in place to detect, investigate, and control localized stream scouring from stormwater outfalls. Include a description of the equipment and techniques used.

The Public Works Department will monitor, and maintain a log of the scouring, prepare a corrective action plan, and remediate scouring on all publicly owned property. A minimum of 20% of the total outfalls will be inspected per year within each 5-year period.

The Stormwater Management Coordinator will review all reports and will investigate stream scouring from stormwater outfalls within 30 days of receiving the reports or complaints. They will devise a solution which may require assistance from the City Engineer and the hiring of contractors to remediate the problem. When necessary, permits will be obtained from NJDEP.

All logs and record keeping forms are attached as an addendum to the SPPP.

### **5. Municipal Outfall Inspections – Illicit Discharge Detection and Elimination**

Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfalls. Include a description of the equipment and techniques used. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form from the Department's main stormwater webpage.



The Stormwater Municipal Coordinator will follow the established schedule for checking all inlets, outfalls, and storm drains to ensure they are fully functional, to check for scouring, and to implement measures that will remediate any problems found.

Inspections will be completed by the Stormwater Municipal Coordinator and/or employees of the Public Works Department. The schedule will be created and maintained by the Director of Public Works/Stormwater Municipal Coordinator and will include a minimum of 20% of the total outfalls per year within a 5-year period.

Normal maintenance of inlets and outfalls will be managed by the Public Works Department as directed by the Public Works Director/Stormwater Municipal Coordinator.

Repairs will be completed by a licensed contractor following the State of New Jersey procurement laws. The City Engineer will be responsible for designing and preparing plans, completing the request for proposals packet, and seeing the project through to completion.

Reports of illicit discharge or complaints will be investigated within 30 days of receiving the report or complaint.

All logs and record keeping forms are attached as an addendum to the SPPP.

#### **6. Other Municipal Infrastructure**

List the types of MS4 infrastructure in your town that require inspection but are not noted above in items 1-5. Describe when and how you conduct inspections of this infrastructure and the criteria used to determine when they need to be maintained and/or cleaned.

Ely Creek Flood Gates: The flood gates contain portable pumps that will need to be installed before the City experiences back flooding from the Delaware River. The pumps are stored at the Public Works Department and the local fire department tests the pumps annually to insure they are in good working order, and to train other fire personnel on how to use them.

#### **7. Stormwater Facilities Not Owned or Operated by the Municipality**

Describe your program for ensuring adequate long-term cleaning, operation, and maintenance of stormwater facilities not owned or operated by the municipality. This should include your plan for ensuring annual inspections are being done on these private properties and describe how you record the locations and logs associated with private infrastructure.

The City has identified the following privately owned stormwater facilities within our jurisdiction:

Lamberts Hill – detention basins (3)

Riverwalk – detention basin

Lambertville Station – detention basin

Woodcrest – detention basin

Ely Creek – Ely Field detention basin – easement with the State of New Jersey

Rock Creek Woods -

39 Ferry Street

17 Wilson Street

The City of Lambertville will request an annual compliance filing from owners of privately owned outfalls and inlets to request maintenance records and to notify owners of Stormwater Facilities of the City’s intent to inspect their outfalls to ensure long-term cleaning, operation and that maintenance is being completed. This may also require a short-term access agreement.

The Public Works Department will maintain a log of each facility and will note all records received. All logs and record keeping forms are attached as an addendum to the SPPP.

#### **8. Infrastructure Records**

Indicate the location of records related to stormwater infrastructure inspection, cleaning, maintenance, and repair activities.

Stormwater Coordinator  
Public Works Department  
120 Quarry Street  
Lambertville, NJ 08530

**Form 8 – Community-wide Measures**  
*Part IV.F.2.*

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
The City of Lambertville does not use herbicides.
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
The Public Works Department conducts a clean-up of the roadways within 48 hours of a storm. All debris resulting from a spill of salt will be removed from the roadways at that time.
<b>3. Roadside Vegetative Waste</b> Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
<p>The Public Works Department gathers wood waste and yard trimmings and stores them in a dumpster/container at the Public Works Yard until such a time that the container is full. At that point, the vendor is contacted to pick up the full container and replace it with an empty one. The cycle is weather dependent and throughout the winter months, the container is empty.</p> <p>The City of Lambertville has a shared services agreement with the Township of West Amwell for the use of a boom mower which is used to trim and mow along city owned properties. The boom mower will not be used near any storm drain inlets or stormwater facilities as a preventative measure to ensure grass clippings and yard trimmings are kept from being blown or deposited into storm drains inlets and stormwater facilities.</p> <p>We are also working with the Borough of Stockton and the Borough of Frenchtown on a shared services agreement for street sweeping services.</p>
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
The Public Works Department monitors and inspects roadways and culverts annually within the jurisdiction of the City of Lambertville. When erosion is found, within 90 days, if

practicable, the employees add more stone to the area. When this becomes more than a maintenance issue, the City Engineer is engaged to write specifications. Sometimes the Public Works Department will make the repair, and there are times when the schedule requires the City to conduct a formal bid process following the procurement laws of the State of New Jersey.

## Form 9 – Municipal Maintenance Yards & Other Ancillary Operations

### Part IV.F.5.

*Please complete a separate Form 9 for each yard or site. Indicate the number of yards/sites the municipality owns or operates:   1*

<b>1. Site Name and Address</b>	
Public Works Department 120 Quarry Street Lambertville, NJ 08530	
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>The Public Works Department will maintain a log that includes the following information: dates and times, names of inspectors, and conditions requiring attention and any remedial action. All logs and record keeping forms are attached as an addendum to the SPPP.</p> <p>Daily: Inspection of all equipment to ensure it is in good working order.</p> <p>Monthly: Inspection of all equipment.</p> <p>Site: Public Works Department, 120 Quarry Street, Lambertville, NJ</p>	
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater.	
NOTE: the City of Lambertville is the recipient of grant funds from the State of NJ DCA to upgrade the Public Works Department. This upgrade will include a pole barn that will provide storage for vehicles and large equipment currently stored outside.	
<b>Materials</b>	<b>Machinery/Equipment</b>
<i>n/a</i>	1999 Volvo Garbage Truck
	2009 International Garbage Truck
	2009 FRH Truck
	2010 International Dump Truck
	2011 Ford F350 Pick-up and Plow

	2012 New Holland Skid Steer
	2015 Ford Pick-up and Plow
	2017 International Truck
	2022 Ford F350
	2011 Flood Gate Pump
	2007 Case Backhoe
	2015 Ford F350 Pick-up and plow
<b>4. Discharge of Stormwater from Secondary Containment</b> Describe the process in place for discharging stormwater from secondary containment areas where outdoor containers are stored.	
<i>n/a</i>	
<b>5. Fueling Operations</b> Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.	
<i>No.</i>	
<b>6. Vehicle/Equipment Maintenance and Repair</b> Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.	
Minor repairs are completed on sight in the garage. A vendor offsite performs most repairs.	
<b>7. Wash Wastewater Containment</b> Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.	
No – the City of Lambertville does not wash our vehicles. Police cars are washed using a car wash	

<p>service.</p>
<p><b>8. Salt and Other Granular De-icing Materials</b> Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>No, the City of Lambertville has a shared services agreement with the County of Hunterdon, and we pick our deicing materials up from their yard located in the Township of West Amwell.</p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>The City of Lambertville does not store aggregate material, wood chips or finished leaf compost on sight.</p>
<p><b>10. Cold Patch Asphalt</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>The City of Lambertville does not store substantial amounts of cold patch on sight. Periodically, the staff will fill potholes and we store the materials in containers that are covered.</p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p>The materials collected in the street sweeper and from the cleanout of storm sewers are stored in a dumpster that contains a liner. The dumpster is covered with a tarp that is removed and replaced daily. The dumpster is removed when it is full, or on a six-month basis at minimum, and replaced with an empty container.</p>

**12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

The City of Lambertville does not process materials on site. We collect yard trimmings from municipal properties and from residents of the City. As of January 1, 2024, the material will be stored in a dumpster containing a liner and a tarp. The dumpster will be replaced with an empty container that will be emptied when it becomes full or every six months and will be replaced with an empty container. The Public Works Department is located a minimum of fifty feet from Swan Creek, and any inlets.

**13. Scrap Tires**

Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.

Scrap tires are collected during the City's Sparkle Week. They are then taken to the County of Hunterdon's Recycling Center.

Staff collect tires from municipal owned vehicles, and they are stored on sight at the Public Works Department in a trailer until we can arrange to drop them off at the County of Hunterdon's Recycling Center.

**14. Inoperable Vehicles and Equipment**

Do you store inoperable vehicles or equipment on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater. If not, explain where they are stored.

The City conducts an annual auction to sell all unused equipment and furniture. Inoperable Vehicles may be stored on sight for a period of six-months while the auction process/public sale is completed. Equipment stored outside is inspected monthly for any leaks. Drip pans are used to catch and contain any leaking fluids.

The Governing Body of the City of Lambertville is renovating the Public Works Department through a grant from the State of New Jersey. We plan to add onto the existing building, install a pole barn to store equipment from the weather, and implement strategies to better manage the functions required for a Convenience Center. This includes a better means of ingress and egress.



## Form 10 – Training

### Part IV.F.6-10.

Stormwater Program Coordinators	
Describe the training provided for the municipal Stormwater Program Coordinator.	
The Municipal Stormwater Program Coordinator has completed the American Stormwater Institute, LLC training and is a Qualified MS4 Stormwater Compliance Professional. The Stormwater Program Coordinator will complete the State of New Jersey's mandatory Tier A Stormwater Program Coordinators Training by December of 2025.	
Topic	Municipal Employees Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
Describe the training provided for municipal staff.	
SPPP	<p>All employees of the Public Works Department will be required to complete the courses offered by the State of New Jersey Department of Environmental Protection. New employees will have three months to complete the required training, and will thereafter receive training annually.</p> <p>They include: NJPDES Municipal Stormwater Regulation Program Employee Training Videos; Video Part 1, and Video Part 2 – Stormwater Management Training Video.</p> <p>The Director of Public Works and Stormwater Coordinator has been trained by the American Stormwater Institute, LLC and is certified as a Qualified MS4 Stormwater Compliance Professional. A copy of the Certificate of Completion is attached.</p>
Construction Site Stormwater Runoff	<p>All employees of the Public Works Department will be required to complete the courses offered by the State of New Jersey Department of Environmental Protection.</p> <p>They include: NJPDES Municipal Stormwater Regulation Program Employee Training Videos; Video Part 1, and Video Part 2 – Stormwater Management Training Video.</p>

Post-Construction Stormwater Management in New and Redevelopment	<p>All engineers and planners will be required to complete the courses offered by the State of New Jersey Department of Environmental Protection.</p> <p>They include: SMW Rules Applicability; SWM Rules Planning, SWM Rules and Design Performance, SWM Rules Safety, and Stormwater Management through the General Permit for Municipal Separate Storm Sewer Systems.</p> <p>The City Engineer has completed and received a Certificate of Course Completion in Stormwater Management Design Review. A copy of his certificate is attached. He will provide the City with updated certificates of completion for each of the classes he attends.</p>
Community-wide Ordinances	<p>The City of Lambertville has prepared binders with the information related to Stormwater Management for the employees of the Public Works Department to review, sign that they reviewed and understand the material, and to keep on sight for future information.</p>
Community-wide Measures	<p>The City of Lambertville's Environmental Commission will embark on a campaign that will educate the public about the City's Stormwater Management measures. They also plan an annual Green Fair to educate the public about measures that they can implement on their own properties.</p>
Stormwater Facilities Maintenance	<p>City employees will participate in training made available through the NJSLOM, NJDEP, and other vendors to help them to complete maintenance on stormwater facilities within the jurisdiction of the City of Lambertville.</p> <p>The training will be offered in person when available and by viewing materials made available through NJSLOM and NJDEP.</p>
Municipal Maintenance Yards and Other Ancillary Operations	<p>City employees will participate in training made available through the NJSLOM, NJDEP, and other vendors to help them to complete maintenance on the importance of maintenance at the Public Works Yard and other Operations within the jurisdiction of the City of Lambertville.</p> <p>The training will be offered in person when available and by viewing materials made available through NJSLOM and NJDEP.</p>
MS4 Mapping	<p>Two Public Works employees, the Deputy Clerk, and the Mayor have all been trained in the software provided by the State of NJ DEP for the GIS mapping of inlets and outfalls. The goal is to train all Public Works employees so that the inspections can be conducted on an ongoing basis.</p>

Outfall Stream Scouring	The Stormwater Program Coordinator and the Assistant will be trained in outfall stream scouring, the methods to implement to mitigate the issue and the best practice guidelines.
Illicit Discharge Detection and Elimination	The Stormwater Program Coordinator and the Assistant will be trained in identification of illicit discharge detection and elimination, the methods to implement to mitigate the issue and the best practice guidelines.
<b>Stormwater Management Design Reviewers</b>	
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.	
<p>The City of Lambertville will monthly visit the State of New Jersey’s Stormwater Management website to find new opportunities for training for staff members who review plans.</p> <p>All professionals hired by the City of Lambertville (City Engineer, City Planner, and their Alternates), all employees (Construction Official, Zoning Officer and Stormwater Management Coordinator) who review and approve stormwater management designs for major development projects are required to be certified in Stormwater Management, including training on stormwater management rule amendments, as well as additional training provided by DEP on Stormwater Management.</p>	
<b>Municipal Board and Governing Body Members</b>	
Describe the training provided for members of the planning/zoning board and municipal council.	
<p>The City of Lambertville will monthly visit the State of New Jersey’s Stormwater Management website to find new opportunities for training for board members. Mayor Nowick will issue a memorandum to all Planning, and Zoning Board members with a directive for the completion of Stormwater Management Training for Municipal Board Members and for the Governing Body by the end of the first quarter of 2024. Municipal board and governing body members must complete the online “Asking the Right Questions in Stormwater Review Training Tool” once per every term of service and review at least one of the training tools offered on the Post-Construction Stormwater Management webpage. All training tools are available at <a href="https://dep.nj.gov/stormwater/stormwater-training/">https://dep.nj.gov/stormwater/stormwater-training/</a>.</p>	
<b>Training Records</b>	
Indicate the location of training records for the above required training.	

The City Clerk will maintain a training log with copies of certificates of completion for all members of the Governing Body, professionals, and staff.

The Secretary for the Planning and Zoning Board will maintain a log with the copies of certificates of completion for all members of the board.

The City will require all Engineers and Planners to submit a copy of their certificates of completion for Stormwater Management courses completed.

Individuals who review and approve stormwater management designs for major development projects are required to complete the mandatory Department training and provide the City with a copy of their certificate for each area designated by the State of New Jersey Department of Environmental Protection.

# Form 11 – MS4 Mapping

## Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<a href="https://gisdata-njdep.opendata.arcgis.com/explore?query=ms4">https://gisdata-njdep.opendata.arcgis.com/explore?query=ms4</a> Please note mapping has been complete, however, the NJDEP site may not contain the most up-to-date information.	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026). <i>In process</i>	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
3. Describe how the municipality's outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
The Stormwater Program Coordinator will review the map on a quarterly basis and will upload the latest photos to document any changes. The SPC will monitor all applications before the Planning and Zoning Board to ensure new structures are identified and documented.	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
The City of Lambertville started to create the MS4 Infrastructure Map in the first quarter of 2023. As of this date, there are a few outfalls and inlets that need to be documented and recorded.  The Stormwater Program Coordinator will review and update the map on a quarterly basis.	

## Form 12 – Watershed Improvement Plan

### *Part IV.H.*

<b>1. Describe how your municipality is developing its Watershed Improvement Plan.</b>
<p>The Environmental Commission has teamed up with the Parks and Recreation Commission to obtain grant funding that will focus on Music Mountain and Holcombe Park. This includes clearing invasive species and planting native species; installation of rain gardens; restoration of the embankment of Ely Creek; and the installation of gardens that attract butterflies and birds.</p> <p>Through these endeavors, we will develop additional projects to assist with the resilience of our watershed.</p> <p>We also plan educational programs for students, families and property owners that will help with Green Infrastructure projects.</p> <p>Annual stream cleanings and educational programs for volunteers will help us to better understand the importance of developing and maintaining a Watershed Improvement Plan.</p>
<b>2. Describe any regional projects or collaboration efforts with other municipalities.</b>
<p>Located at the bottom of the Sourland Mountains, our municipality is 1.3 square miles that runs along the Delaware River. We receive all the water from neighboring communities and their new developments. The City of Lambertville would benefit from collaboration efforts with other municipalities, however, without regional support from the County of Hunterdon, it is unlikely that other municipalities will join our efforts.</p> <p>Mayor Nowick has approached the County of Hunterdon Board of Commissioners for the creation of a Regional Stormwater Program.</p> <p>The City will partner with the County, State of New Jersey, local nonprofits (Lambertville Goes Wild, The Watershed), local boards (Parks and Recreation Commission, Environmental Commission), on collaboration efforts for the Watershed Improvement plan.</p> <p>The City of Lambertville is also partnering with the Borough of Stockton and the Borough of Frenchtown to provide street sweeping services.</p>
<b>3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.</b>
City Clerk's Office, 18 York Street, Lambertville, NJ.

## **ADDENDUM - REPORTS**

Annual & Bi-Annual Conveyance System Inspection Record

BiAnnual Problem Site & Detention Basin Inspection Sheet

Post-Storm Conveyance System Inspection Record

Conveyance System Work Order

# Annual & Bi-Annual Conveyance System Inspection Record

ANNUAL SPRING CONVEYANCE SYSTEM INSPECTION SHEET			SPRING OF YEAR: _____		INSPECTED PROBLEM	
Component	Type	Description	DATE	Y/N		
Alex N	Channel	1,900' section of Alexauken Creek from NE municipal boundary to Route 29				
Alex W	Channel	2,000' section of Alexauken Creek from Route 29 to Delaware River confluence				
LH North	Detention Basin	Large detention basin on the northwest side of Holcombe Way				
LH Central	Detention Basin	Large detention basin at the end of Heath Way cul-de-sac				
LH South	Detention Basin	Small detention basin on the west side of Alexander Avenue				
CVS	Catch Basin	Catch basin with downstream backflow preventer				
Ely Gate	Headwall	Concrete headwall with electrically actuated floodgate				
Ely W	Channel	700' section of Ely Creek from discharge south of Diamond Silver to Ely Gate				
Ely N	Channel	1,400' section of Ely Creek from Ely Spillway behind school to front of Union Fire House				
Ely Trash	Control Struct.	Control structure with trash rack adjacent to Route 29, between school and Union Fire House				
Ely Spill	Control Struct.	Weir control structure with trash rack at toe of slope of Music Mountain and Ely Field				
Ely S	Channel	1,000' section of Ely Creek from Ely Spill to Ely Turn				
Ely Turn	Wall	Location of Ely Creek unnatural turn				
Ely E	Channel	2,100' section of Ely Creek along York Street and Route 179				
Jackson	Headwall	Storm sewer headwall at Jackson (paper street) and Route 179				
D&R N	Canal	4,600' section of Delaware & Raritan Canal north of Bridge Street to municipal boundary				
D&R S	Canal	3,800' section of Delaware & Raritan Canal south of Bridge Street to municipal boundary				
Aqueduct	Aqueduct	Aqueduct that passes Swan Creek under D&R canal				
Swan N	Channel	1,000' section of Swan Creek along Quarry Street/Locktown-Lambertville Road				
Swan S	Channel	1,400' section of Swan Creek along south part of Rock Creek Woods				
Swan W	Channel	3,100' section of Swan Creek from Swan N/S confluence to Delaware River confluence				



Woodcrest	Detention Basin	Woodcrest Detention Basin adjacent to Highland Avenue		
Riverwalk	Basin	Riverwalk small detention basin adjacent and west of north parking lot		
Unnamed	Channel	1,400' section of Unnamed Tributary to the Delaware River, southernmost end of City		

BI-ANNUAL PROBLEM SITE & DETENTION BASIN INSPECTION SHEET FALL OF YEAR: _____			INSPECTED PROBLEM	
Component	Type	Description	DATE	Y/N
CVS	Catch Basin	Catch basin with downstream backflow preventer		
Ely Gate	Headwall	Concrete headwall with electrically actuated floodgate		
Ely Trash	Control Struct.	Control structure with trash rack adjacent to Route 29, between school and Union Fire House		
Ely Spill	Control Struct.	Weir control structure with trash rack at toe of slope of Music Mountain and Ely Field		
Ely Turn	Wall	Location of Ely Creek unnatural turn		
Jackson	Headwall	Storm sewer headwall at Jackson (paper street) and Route 179		
Aqueduct	Aqueduct	Aqueduct that passes Swan Creek under D&R canal		
LH North	Detention Basin	Large detention basin on the northwest side of Holcombe Way		
LH Central	Detention Basin	Large detention basin at the end of Heath Way cul-de-sac		
LH South	Detention Basin	Small detention basin on the west side of Alexander Avenue		
Woodcrest	Detention Basin	Woodcrest Detention Basin adjacent to Highland Avenue		

Riverwalk	Detention Basin	Riverwalk small detention basin adjacent and west of north parking lot		
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## Pre-Storm Conveyance System Inspection Record

POST-STORM CONVEYANCE SYSTEM INSPECTION SHEET			DATE(S) OF RAIN EVENT: _____		INSPECTED PROBLEM	
Component	Type	Description		DATE	Y/N	
Channel		1.900' section of Alexauken Creek from NE municipal boundary to Route 29				
Channel		2.000' section of Alexauken Creek from Route 29 to Delaware River confluence				
Detention Basin		Large detention basin on the northwest side of Holcombe Way				
Detention Basin		Large detention basin at the end of Heath Way cul-de-sac				
Detention Basin		Small detention basin on the west side of Alexander Avenue				
Catch Basin		Catch basin with downstream backflow preventer				
Headwall		Concrete headwall with electrically actuated floodgate				
Channel		700' section of Ely Creek from discharge south of Diamond Silver to Ely Gate				
Channel		1,400' section of Ely Creek from Ely Spillway behind school to front of Union Fire House				
Control Struct.		Control structure with trash rack adjacent to Route 29, between school and Union Fire House				
Control Struct.		Weir control structure with trash rack at toe of slope of Music Mountain and Ely Field				
Channel		1,000' section of Ely Creek from Ely Spill to Ely Turn				
Wall		Location of Ely Creek unnatural turn				
Channel		2,100' section of Ely Creek along York Street and Route 179				
Headwall		Storm sewer headwall at Jackson (paper street) and Route 179				
Canal		4,600' section of Delaware & Raritan Canal north of Bridge Street to municipal boundary				
Canal		3,800' section of Delaware & Raritan Canal south of Bridge Street to municipal boundary				
Aqueduct		Aqueduct that passes Swan Creek under D&R canal				
Channel		1,000' section of Swan Creek along Quarry Street/Locktown-Lambertville Road				
Channel		1,400' section of Swan Creek along south part of Rock Creek Woods				

Channel	3,100' section of Swan Creek from Swan N/S confluence to Delaware River confluence		
Detention Basin	Woodcrest Detention Basin adjacent to Highland Avenue		
Detention Basin	Riverwalk small detention basin adjacent and west of north parking lot		
Channel	1,400' section of Unnamed Tributary to the Delaware River, southernmost end of City		
* Denotes Problem Site and shall be prioritized for post-storm inspections			

## Post-Storm Conveyance System Inspection Record

POST-STORM CONVEYANCE SYSTEM INSPECTION SHEET			DATE(S) OF RAIN EVENT: _____	INSPECTED PROBLEM	
Component	Type	Description		DATE	Y/N
Alex N	Channel	1.900' section of Alexauken Creek from NE municipal boundary to Route 29			
Alex W	Channel	2.000' section of Alexauken Creek from Route 29 to Delaware River confluence			
LH North	Detention Basin	Large detention basin on the northwest side of Holcombe Way			
LH Central	Detention Basin	Large detention basin at the end of Heath Way cul-de-sac			
LH South	Detention Basin	Small detention basin on the west side of Alexander Avenue			
CVS*	Catch Basin	Catch basin with downstream backflow preventer			
Ely Gate*	Headwall	Concrete headwall with electrically actuated floodgate			
Ely W	Channel	700' section of Ely Creek from discharge south of Diamond Silver to Ely Gate			
Ely N	Channel	1,400' section of Ely Creek from Ely Spillway behind school to front of Union Fire House			
Ely Trash*	Control Struct.	Control structure with trash rack adjacent to Route 29, between school and Union Fire House			
Ely Spill*	Control Struct.	Weir control structure with trash rack at toe of slope of Music Mountain and Ely Field			

Ely S	Channel	1,000' section of Ely Creek from Ely Spill to Ely Turn		
Ely Turn*	Wall	Location of Ely Creek unnatural turn		
Ely E	Channel	2,100' section of Ely Creek along York Street and Route 179		
Jackson*	Headwall	Storm sewer headwall at Jackson (paper street) and Route 179		
D&R N	Canal	4,600' section of Delaware & Raritan Canal north of Bridge Street to municipal boundary		
D&R S	Canal	3,800' section of Delaware & Raritan Canal south of Bridge Street to municipal boundary		
Aqueduct*	Aqueduct	Aqueduct that passes Swan Creek under D&R canal		
Swan N	Channel	1,000' section of Swan Creek along Quarry Street/Locktown-Lambertville Road		
Swan S	Channel	1,400' section of Swan Creek along south part of Rock Creek Woods		
Swan W	Channel	3,100' section of Swan Creek from Swan N/S confluence to Delaware River confluence		
Woodcrest	Detention Basin	Woodcrest Detention Basin adjacent to Highland Avenue		
Riverwalk	Detention Basin	Riverwalk small detention basin adjacent and west of north parking lot		
Unnamed	Channel	1,400' section of Unnamed Tributary to the Delaware River, southernmost end of City		

\* Denotes Problem Site and shall be prioritized for post-storm inspections

**CITY OF LAMBERTVILLE  
CONVEYANCE SYSTEM  
WORK ORDER**

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

Inspector: \_\_\_\_\_

Conveyance System Component # (See Inspection Sheet): \_\_\_\_\_

Is component a Problem Site (See Inspection Sheet): Y / N

**Type of Problem:**

Trash: \_\_\_\_\_ Minor: \_\_\_\_\_ Obstruction: \_\_\_\_\_ Structural: \_\_\_\_\_

**Description of problem and location:**

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*If heavy equipment is needed, specify:*

*Note: Trash and minor debris must be cleared within 30 days. Obstructions must be cleared within 7 days. If component is a Problem Site, trash, minor debris and obstructions must be addressed within 2 business days.*

**CONVEYANCE SYSTEM MAINTENANCE RECORD**

Date(s): \_\_\_\_\_

Crew Chief: \_\_\_\_\_

Problem(s) Mitigated: Y / N (If No, notify DPW Director for further action)

**Description of maintenance performed:**

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Inspector: \_\_\_\_\_





