

# Stormwater Pollution Prevention Plan

Borough of Palisades Park

BERGEN

# NJG0141852

October 2022

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	<b>Randall Topping, Storm Water Coordinator</b>
Office Phone # and eMail	<b>201-919-7444</b>
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	<b>Steven Collazoul, Borough Engineer</b>
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	Austin Ashley, Director of Public Works, Deputy Borough Administrator
Print/Type Name and Title	<b>Gina Kim, Borough Clerk</b>
Print/Type Name and Title	
Print/Type Name and Title	

## SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	10/22		1	Change of contacts
2.				
3.				
4.				
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18.				
19.				
20.				

### SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	<a href="https://mypalisadespark.com/stormwater/">https://mypalisadespark.com/stormwater/</a>
2. Date of most current SPPP:	<b>Oct 7, 2022</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<a href="https://mypalisadespark.com/stormwater/">https://mypalisadespark.com/stormwater/</a>
4. Date of most current MSWMP:	<b>Sep 14, 2005</b>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<a href="https://mypalisadespark.com/stormwater/">https://mypalisadespark.com/stormwater/</a>
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), the Borough of Palisades Park provides public notice in a manner that complies with the requirements of that act.</p> <p>In regards to the passage of ordinances, the Borough of Palisades Park provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, the Borough of Palisades Park complies with the requirements of public notice in the Municipal Land Use Law (N.J.S.A 40L55D-1 et seq.) for subjected municipal actions (e.g., adoption of the Municipal Stormwater Management Plan).</p>	

## SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

<https://mypalisadespark.com/stormwater/>

Public education and outreach materials are advertised at Borough Hall and Public Works Building.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

The Borough of Palisades Park has adopted and is currently enforcing ordinances for illicit connections and improper disposal of yard waste. Ordinances are accessible to businesses and the general public on the Borough website.

3. Indicate where public education and outreach records are maintained.

Palisades Park Borough Hall 275 Broad Avenue Palisades Park NJ 07650

**SPPP Form 5 – Post-Construction Stormwater Management in New  
Development and Redevelopment Program**

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
Definition as per Section 167-120 of Palisades Park Municipal Code: <b>MAJOR DEVELOPMENT</b> Any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation.
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
All projects are reviewed by the Zoning Official and Building Department for compliance with local statutes. Borough Engineer reviews are solicited as needed.
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
All municipal projects are reviewed and overseen by the Borough Engineer to ensure compliance with the Stormwater Control Ordinance.  Plans and Specifications for each project include conditions of conformance with local, county and state requirements.

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>All applications for major development (new development and/or redevelopment) shall conform to Chapte 167-119 of the Palisades Park Borough Code entitled "Stormwater Control Ordinance" as well as the RSIS. Applicants are required to show compliance as part of their submission which shall include a maintenance plan, BMPs, and stormwater calculations. All submissions are reviewed by the Borough Engineer in accordance with the requirements set forth by the Ordinance. The Planning Board ensures that any comments from the Engineer are addressed prior to issuing approvals for subdivisions or site plans.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>No formal plan is in place as mitigation would be site and stormwater control specific.</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Palisades Park Borough Hall 275 Broad Avenue Palisades Park NJ 07650</p>



## SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	09/20/05	<a href="https://despark.com/wp-content/uploads/2023/04/Pet-Waste">despark.com/wp-content/uploads/2023/04/Pet-Waste</a>	<b>Yes</b>	Health Department
2. Wildlife Feeding permit cite IV.B.5.a.ii	08/27/19	<a href="https://despark.com/wp-content/uploads/2023/04/Wildlife-Feeding">despark.com/wp-content/uploads/2023/04/Wildlife-Feeding</a>	<b>Yes</b>	Police Department
3. Litter Control permit cite IV.B.5.a.iii	09/20/05	<a href="https://despark.com/wp-content/uploads/2023/04/Littering">despark.com/wp-content/uploads/2023/04/Littering</a>	<b>Yes</b>	Health Department
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	04/26/05	<a href="https://ecode360.com/10085736">https://ecode360.com/10085736</a>	Yes	Police and Health Departments
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	04/26/20 05	<a href="https://ecode360.com/10085736">https://ecode360.com/10085736</a>	Yes	Public Works/ Code Enforcement
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	11/26/201 3	<a href="https://ecode360.com/28407864?highlight=private%20storm%20drain_retrofitting&amp;searchId=42487618508883966#28407864">https://ecode360.com/28407864?highlight=private%20storm%20drain_retrofitting&amp;searchId=42487618508883966#28407864</a>	Yes	Public Works / Code Enforcement
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	03/01/200 6	<a href="https://mypalisesadespark.com/wp-content/uploads/2023/04/Stormwater-Control-Ordinance-SCO.pdf">https://mypalisesadespark.com/wp-content/uploads/2023/04/Stormwater-Control-Ordinance-SCO.pdf</a>	Yes	Public Works/ Code Enforcement
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	09/20/200 5	<a href="https://mypalisesadespark.com/wp-content/uploads/2023/04/illicit-connections-ordinance.pdf">https://mypalisesadespark.com/wp-content/uploads/2023/04/illicit-connections-ordinance.pdf</a>	Yes	Public Works Department
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	11/26/201 3	<a href="https://ecode360.com/28407853?highlight=container,refuse,refuse%20container,refuse%20containers&amp;searchId=42487298795801174#28407853">https://ecode360.com/28407853?highlight=container,refuse,refuse%20container,refuse%20containers&amp;searchId=42487298795801174#28407853</a>	Yes	Public Works/ Code Enforcement

Indicate the location of records associated with ordinances and related enforcement actions:

Palisades Park Borough Hall  
275 Broad Avenue Palisades Park NJ 07650

## SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

There are 1.2 square miles of roadway in the Borough of Palisades Park totalling 58 miles in length. The street sweep operates five days per week. Every street is swept atleast once in that five day period.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

N/A

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

The Borough of Palisades Park does not provide street sweeping services to other municipalities.

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

All street sweeping records are located at the Department of Public Works:  
41 Prospect Avenue, Palisades Park NJ 07650

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
The Borough of Palisades Park utilizes a five year schedule for inspection and cleaning of all catch basins. We have around 455 catch basins and try to inspect 91 each year. If found to be in need of cleaning or repairs, maintenance is preformed as needed.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
Areas located around 5th/6th street within our Borough. These streets are located at the bottom of a hill that encompasses most of our Borough. They tend to collect all sediment and trash that comes from water running down the hill. Below Grand Avenue in our Borough we have a connected storm and waste system that overflows in a heavy rain storm.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
We inspect these areas yearly regardless if they are on our scheduled area to clean inspect for the year.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
Storm drain inlet labels are inspected during the annual cleaning and maintenance program. Any inlet identified to be missing wording will have a new label placed immediately.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
All catch basin / storm drain inlet records are located at the Department of Public Works: 41 Prosepect Street, Palisades Park NJ 07650

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.

The retrofitting of storm drain inlets which are owned by the Borough is included in the scope of all repaving and reconstruction projects. All new storm drains require the Type N-Eco Curb Piece with bicycle safe grates and the inscription "Dump No Waste - Drains to Waterways." All construction plans and specifications include appropriate details.

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

Storm drain inlets are being inspected in an annual program by the Palisades Park DPW to confirm appropriate retrofits. Any retrofits included in roadway projects are inspected by the Borough Engineer prior to closeout to confirm appropriate completion.

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

Privately owned storm drain inlets are required to be retrofitted during any reconstruction or resurfacing. The Borough Engineer reviews site plans prior to permit approvals to ensure the proper details are included. Permits will not be closed out until the appropriate retrofitting is completed.

4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

If the retrofits are installed as part of a construction permit, the Borough will not close out permits or issue certificates of occupancy until appropriate retrofits are completed.

## SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

*Complete separate forms for each municipal yard or ancillary operation location.*

Address of municipal yard or ancillary operation:  
Department of Public Works: 41 Prospect Street, Palisades Park NJ 07650

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials –	Stone, Sand, QP
Intermediate products –	None
Final products –	None
Waste materials –	Cardboard, electronics, bottles/cans, leaves, grass, brush
By-products –	None
Machinery –	None
Fuel –	None
Lubricants –	None
Solvents –	None
Detergents related to municipal maintenance yard or ancillary operations –	None
Other –	None

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

We have a 500 gallon diesel tank that we use to fill up heavy machinery on site. All other fueling is done off site at local gas stations,

2. Vehicle Maintenance

All maintenance is done off site.

3. On-Site Equipment and Vehicle Washing

*See permit attachment E for certification and log forms for Underground Storage Tanks.*

All vehicle washing is done off site. Any cleaning of equipment on site is done with covers over storm drain inlets to prevent pollutants from entering system.

4. Discharge of Stormwater from Secondary Containment

N/A - No secondary storage containment is used by the Borough.

5. Salt and De-Icing Material Storage and Handling
All salt is stored in an enclosed permanent structure at the DPW facility. At the completion of all loading/unloading activities we inspect for spills. Any spills are kept to a minimum and the area is swept regularly, if tracked off site and after loading is completed. Any swept material will be reused or properly discarded.
6. Aggregate Material and Construction Debris Storage
N/A We do not store any aggregate material and construction debris onsite.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Material from street sweeping and catch basin clean out is stored at the Borough DPW facility in designated covered dumpsters and removed on a weekly basis.
8. Yard Trimmings and Wood Waste Management Sites
All yard trimmings are stored in designated covered containers at the City DPW facility and emptied on a weekly basis.
9. Roadside Vegetation Management
N/A

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	<b>Palisades Park DPW</b>
2. Stormwater Facility Maintenance	Every year	Palisades Park DPW
3. SPPP Training & Recordkeeping	Every year	Storm Water Coordinator Randall Topping
4. Yard Waste Collection Program	Every 2 years	Palisades Park DPW
5. Street Sweeping	Every 2 years	Palisades Park DPW
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	<b>Palisades Park DPW</b>
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	<b>Palisades Park DPW</b>
8. Waste Disposal Education	Every 2 years	Palisades Park DPW
9. Municipal Ordinances	Every 2 years	Storm Water Coordinator Randall Topping
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	<b>Borough Engineer, Building Department, DPW</b>
<p><b>B. Municipal Board and Governing Body Members Training:</b> Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p style="margin-top: 20px;">Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Indicate the location of the DEP certificate of completion for each reviewer.</p>		



## SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

*Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see [http://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](http://www.nj.gov/dep/dwq/msrp_map_aid.htm).*

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Outfalls are inspected and verified by the Borough Engineer or his representative at least once every five years. An inspection report is filed along with photographs. All information can be found at Palisades Park Borough Hall.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

There is currently NO scouring of outfall pipes in the Borough of Palisades Park. The outfall pipes are checked every three months.

- 4. Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form ([www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm)) and indicate the location of these forms and related illicit discharge records.

*Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.*

The Borough of Palisades Park will conduct an initial physical inspection of all our outfall pipes in accordance with the permit requirements. We will use DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Borough of Palisades Park) we will cite the responsible party, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough of Palisades Park will report the illicit connection to the Department.

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

N/A The Borough of Palisades Park does not own nor maintain any stormwater facilities.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

The Borough of Palisades Park will create an inventory of privately owned stormwater facilities such as underground storage, detention basins, outfall structures, infiltration basins, etc. which will be reviewed and updated annually. All property owners are required to maintain proper function and efficiency of their facilities as a condition of approval. The Borough will request annual copies of operations & maintenance records for all facilities. Penalties will be reviewed/assessed for non-compliance.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Palisades Park Department of Public Works will maintain these records.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at [http://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](http://www.nj.gov/dep/stormwater/maintenance_guidance.htm) (select specific logs from choices listed in the Field Manuals section).

*Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see [https://hydro.rutgers.edu/public\\_data](https://hydro.rutgers.edu/public_data).*

## SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on [www.nj.gov/dep/dwq/msrp-tmdl-rh.htm](http://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm), list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

### Applicable Stream TMDLs

Nickel - 2000 Hackensack R (Bellmans Ck to Ft Lee Rd)

Nickel- 2000 Overpeck Creek

### Applicable Lake TMDL

Total Phosphorus - 2003 Overpeck Lake

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

TMDL information is used to prevent the stormwater pollutants from entering the nearby streams. To restrict Nickel and Phosphorus the Borough enacts and enforces ordinances on pet waste, wildlife feeding, yard waste, and hazardous waste disposals.

## SPPP Form 15 – Optional Measures

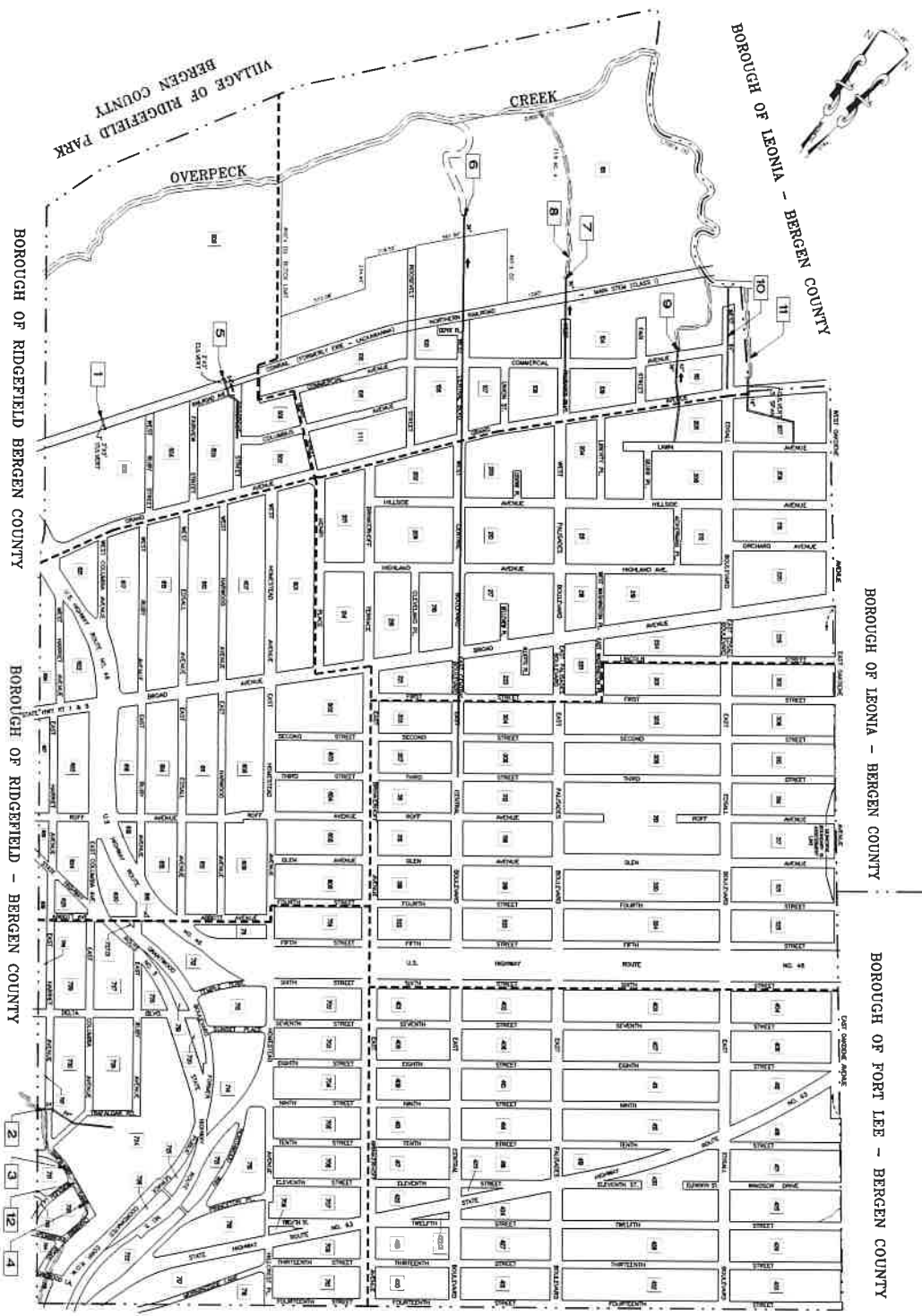
All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

The Borough does not have any best management practices that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes



BOROUGH OF LEONIA - BERGEN COUNTY

VILLAGE OF RIDGEFIELD PARK  
BERGEN COUNTY

BOROUGH OF RIDGEFIELD BERGEN COUNTY

BOROUGH OF RIDGEFIELD - BERGEN COUNTY

BOROUGH OF LEONIA - BERGEN COUNTY

BOROUGH OF FORT LEE - BERGEN COUNTY

BOROUGH OF FORT LEE - BERGEN COUNTY

- KEY SHEET LEGEND**
- 1 OUTFALL NUMBER
  - 2 BLOCK NUMBER
  - BLOCK LIMIT LINES
  - STREET LINES
  - MUNICIPAL BOUNDARY LINES
  - - - SHEET LIMIT LINES

STEVEN J. COLLAZUOLI  
PROFESSIONAL ENGINEER AND LAND SURVEYOR  
NEW JERSEY LICENSE NO. 31285

**OUTFALL MAP**  
**STORM DRAIN**  
**BOROUGH OF PALISADES PARK**  
BERGEN COUNTY  
SCALE: 1" = 300'  
APRIL 14, 2023  
STEVEN J. COLLAZUOLI P.E. & L.S.  
BOROUGH ENGINEER  
COLLAZUOLI ENGINEERING & SURVEYING ASSOCIATES, LLC  
410 CENTER AVE  
FORT LEE, N.J.