STORMWATER PERMITTING PROCEDURES
UNIVERSITY OF FLORIDA MAIN CAMPUS

Sections Included In This Standard:

1.0 OVERVIEW OF EXISTING PERMITS

On December 8, 1987, the St. Johns River Water Management District (District) issued two stormwater permits to the University of Florida (UF or University). The first was a conceptual permit that established a framework within which subsequent permits would be issued. It remained in effect through December 8, 2007.

The second was a general construction permit authorizing specific construction activities within certain limits. This permit was modified in 1993 due to the reduction of effluent discharge to Lake Alice from the University's Wastewater Treatment Plant, which was demolished and replaced by the University's Water Reclamation Facility. The permit was subsequently renewed in 2000, and then renewed again on December 8, 2010. This current permit specifies design and review criteria to be used on the UF Main Campus and authorizes construction, within prescribed limits, through December 3, 2020.

The initial permits were issued by the District in response to the UF Physical Plant Division's application and were based upon the study, *Permit Application Report and Stormwater Management Master Plan* (PARSMMP), August 1987 by CH2M Hill. The most recent renewal of the general construction permit was issued in response to the UF Physical Plant Division's permit renewal application and was based upon the report, *University of Florida Stormwater Management Master Plan and Permit Application Renewal*, prepared by Causseaux, Hewitt, & Walpole, Inc. This report was received by the District on October 13, 2010, and amended by Figure 2-3 received by the District on October 25, 2010.

Details of the above-referenced permits are summarized as follows:

A. CONCEPTUAL PERMIT

- District Permit No. 4-001-0040GC.
- Issued December 8, 1987 for 20 years.
- Provided conceptual approval of the Stormwater Management Master Plan for the main campus.
- No construction was authorized under this permit.
- Established certain other general conditions.

B. CURRENT GENERAL (CONSTRUCTION) PERMIT

- District Permit No. 4-001-15570-19.
- Modified and renewed the previous permit on December 8, 2010, for a period of 10 years.

- Provides construction approval within the Lake Alice Watershed and Depression Basins UF-1 through UF-3 and UF-5 through UF-9. These areas are shown on the *University of Florida Drainage Basin Map* (Fig. 2-1) in the *Stormwater Management Master Plan and Permit Application Renewal* report, received by the District on October 13, 2010. Copies are available electronically on request from the UF Physical Plant Division.

- Requires the University to obtain Standard or Individual Environmental Resource Permits prior to construction of facilities located within Tumblin' and Hogtown Creek basins; within Depression Basins UF-11, UF-12, or UF-14; and within the 100-year flood plain. These areas are shown on the *University of Florida Drainage Basin Map* (Fig. 2-1) in the *Stormwater Management Master Plan and Permit Application Renewal* report. Electronic copies are available on request from the UF Physical Plant Division.

- Requires the submittal of plans for District review and approval prior to construction within a 50-foot buffer located upland of delineated wetland limits and prohibits wetland disturbance (except by subsequent General or Individual permit authorization of permit modification).

- Requires the implementation and maintenance of all erosion and sediment control measures required to retain sediment on-site and to prevent violations of state water quality standards.

- Requires the immediate cessation of construction activity and notification of the District if limestone bedrock is encountered during the construction of any retention basins.

- Requires an annual report to the District in January of each year documenting the details of new construction within the permitted area. As-built plans certified by a Florida Registered Professional Engineer are required for submittal with this report.

- Requires the University to inspect the stormwater or surface water management system every two years, maintain a record of these inspections, and submit a report to the District within 14 days if the system is not functioning as designed and permitted.

- Requires the University to continue the groundwater and surface water monitoring programs as established by the University's permit from the FDEP for operation of the Water Reclamation Facility.

- Requires the University to visually inspect all permitted surface water management basins monthly for the occurrence of sinkholes, to document these inspections, and to submit these documents annually.

- Requires reporting the discovery of any sinkhole that develops within 48 hours to the District and the completion of District-approved repairs within 10 days of the discovery.

- The permit does not eliminate the necessity to obtain any required federal, state, and local authorizations prior to the start of any activity approved by the permit.

- Requires the permittee to notify the District immediately if historical or archaeological artifacts are discovered.

- Establishes certain other general conditions.

Complete copies of these permits and reports are available from the Physical Plant Division in electronic format.

2.0 PERMITTING FRAMEWORK

Because many water management systems are designed and constructed in phases, a procedure was established by the District for review and approval of master development plans. The intent of this procedure was to assure that engineering concepts and design criteria, upon which current and future design decisions are based, are acceptable to the District. This "master plan" approach was chosen by the University during the initial stormwater planning and permitting process for the UF Main Campus, and it resulted in the approval of the University's Conceptual Permit.

In conjunction with the Conceptual Permit, a permit that would grant construction approval was also sought. This second permit, a General (Construction) Permit, was also approved and has been modified and renewed several times over the years, most recently on December 8, 2010. This current permit was approved as the result of the submittal of the *University of Florida Stormwater Management Master Plan and Permit Application Renewal* report, which is included in the permit by reference.

The Drainage Maps, which are an attachment to and part of the University's General (Construction) Permit, divide the campus into four main areas based on watershed divides. These four areas are; the Lake Alice watershed, several sub-basins each within the Hogtown and Tumblin Creek watersheds, and a number of isolated depression basins. Basins and sub-basins are identified on the Drainage Maps with lettered prefixes indicating which of the four areas the basin or sub-basin are part of. Sub-basins in the Lake Alice watershed have an "LA-" prefix, Hogtown Creek sub-basins have a "UF-H" prefix, Tumblin Creek sub-basins have a "UF-T" prefix, and the depression basins have a "UF-" prefix.

The University's General (Construction) Permit, described in Section I above, gives approval for construction projects located in most areas of the University of Florida Main Campus. Permit Condition 10 identifies these areas as being the Lake Alice watershed (all sub-basins) and depression basins designated as UF-1 through UF-3 and UF-5 through UF-9. These areas are generally referred to as being the "included" areas. For construction planned to occur within these areas, separate permitting **is usually not** required. It is generally required only that construction planned for these areas comply with permit conditions, and that certain details about the completed construction be reported to the District in the University's annual report.

The exception to the above occurs when construction is proposed within areas of the 100-year flood plain, within wetland areas, or within a 50-foot upland buffer adjacent to wetlands as identified on the Future Development Map. For construction to occur within these areas, the following additional permit review/approvals must occur:

- ***Construction within 100-year flood plain***. Demonstrate no adverse flood conveyance or flood plain impact and subsequently apply for a separate General or Individual permit or for a permit modification.

- ***Construction within the 50-foot upland buffer located adjacent to wetlands***. Submit plans for District review and approval prior to construction. The District will determine if the proposed construction will adversely impact adjacent wetlands and will advise as to whether a separate General or Individual permit or permit modification is needed.

- ***Construction within wetlands***. Wetland disturbance is not authorized by this permit. A separate General or Individual permit will be needed for wetland disturbance.

Separate permitting **is** required for campus projects located outside the areas included in the General (Construction) Permit. Permit Condition 11 requires this permitting to be either a Standard or Individual Environmental Resource Permit. District staff will determine which permit is required.

3.0 PROCEDURES FOR UF STORMWATER PERMITTING

A. DETERMINATION OF PERMITTING REQUIREMENTS: Early in the planning stage for any project making "significant" changes (plus or minus) to impervious surface area on the University of Florida Main Campus, the managing University agency (including Shands and the University Athletic Association) must notify the Physical Plant Division (PPD) of the project by written request for a determination of the stormwater permitting requirements for the project. New buildings or building additions, new parking lots or parking lot additions, the paving of unpaved parking lots, and similar types of construction are all considered "significant" in their effect on impervious surface areas.

Depending on the location of the project, the project will either be covered by the current General (Construction) Permit, or it will not. To determine this, the above-mentioned UF Drainage Basin map (Fig. 2-1) will be examined by PPD to see whether the project is located within one of the included basins or sub-basins. If it is not, the project will require separate permitting, and the managing University agency (or their designated agent) will be directed to contact District staff.

If the project is within one of the included areas, PPD will examine the Future Development Map (Fig. 2-3) to see whether the project is within a 100-year floodplain, a wetland, or a 50-foot upland buffer adjacent to a delineated wetland. If the project is within at least one of those areas, the project may require separate permitting, and the managing University agency (or their designated agent) should follow the instructions in Paragraphs D, E, and/or F below, all of which result in District staff being contacted to determine whether separate permitting is required.

If the project is located within one of the included areas and is not within a 100-year floodplain, a wetland, or a 50-foot wetland buffer, the project is covered by the current General (Construction) Permit and does not require separate permitting. PPD will make that determination upon request. District staff may be contacted to make this determination as well.

Once a determination has been made regarding whether separate permitting is required, the project will either proceed with construction based on the authorization granted by the University's existing General (Construction) Permit or proceed toward obtaining the separate permitting required for construction.

B. AUTHORIZATION BY EXISTING PERMIT: When proceeding with construction based on the authorization granted by the University's existing permit, the University's managing agency (or their designated agent) must perform the following:

1) During the course of the project, provide copies of all pertinent stormwater-related information and correspondences to PPD.

2) Submit Construction Commencement Notice Form No. 40C-4.900(3) to the District 48 hours prior to commencement of construction (Permit Condition 19).

3) When construction duration will exceed one year, submit an Annual Status Report Form No. 40C-4.900(4) to the District during June of each year (Permit Condition 20).

4) Obtain a copy of the General (Construction) Permit and comply with the permit conditions before, during, and after construction.

5) Upon completion of the project, provide PPD with calculations indicating for each basin, or sub-basin, the amount of any previously existing impervious surface that was removed, the amount of new impervious surface that was added, and the net change to the previously existing impervious surface area. This information is for inclusion in the University's annual report (Permit Condition 10).

C. SEPARATE PERMITTING REQUIRED: When proceeding to obtain a separate permit, the project's managing agency (or their designated agent) must perform the following:

1) Fill out the General Permit Application by naming the University of Florida as the Owner, the Assistant Vice President of the Physical Plant Division (PPD AVP) as the Applicant/Entity to receive the permit, and the University of Florida, Physical Plant Division (PPD) as the proposed Operation/Maintenance entity.

2) After completely filling out the permit application, and prior to submitting the application to the District, the agency must submit the application along with the project plans to the PPD AVP for signature as the Applicant.

3) Provide an original copy of the new permit, and, copies of all pertinent information and correspondences relating to this permit, to PPD.

4) Fill out and submit any required completion forms to the District, with a copy to PPD.

D. 100-YEAR FLOODPLAIN: If a project is located within a 100-year flood plain, the applicant will be required to obtain a separate permit. In such cases, additional information will be required from the managing University agency to determine flood conveyance and floodplain impacts. This information along with any measures proposed to alleviate any adverse impacts should be included on the project plans and submitted with the permit application for PPD AVP signature. PPD will review the application documents and, once deemed acceptable, the permit application will be returned with signature for submittal to the District.

E. WETLAND BUFFER: If a project is located within the 50-foot upland buffer adjacent to delineated wetlands, the District will determine whether proposed construction adversely impacts adjacent wetlands and advise as to whether a separate General or Individual permit or permit modification is needed. To accomplish this, the managing University agency is required to submit plans for District review and approval prior to construction. If the District determines separate permitting is required, the managing agency must submit a permit application along with project plans to the PPD AVP. PPD will then review the submittal documents and, once deemed acceptable, the permit application will be returned with signature for submittal to the District. If the District determines separate permitting is not required, the managing agency shall provide PPD with written confirmation of the decision. Also refer to the Conservation Element of the Campus Master Plan.

F. WETLANDS: Wetland disturbance is not authorized by the University's permits. If a project is located within a delineated wetland, or impacts a wetland, project-specific review and approval is required by the District. To determine whether a separate General or Individual permit or permit modification will be required, the managing University agency is encouraged to contact the District to request a pre-application phone call, meeting, or conference. To initiate permitting, the managing University agency must submit a permit application along with project plans to the PPD AVP. PPD will then review the submittal documents and, once deemed acceptable, the permit application will be returned with signature for submittal to the District. If the District should determine that separate permitting is not required, the managing agency shall provide PPD with written confirmation of the decision.

4.0 INSPECTION AND REPORTING

A. SINKHOLE INSPECTIONS: The Physical Plant Division is the named Operation/ Maintenance entity for the University's permits and will conduct monthly visual inspections of permitted surface water management basins for the occurrence of sinkholes as called for in Permit Condition 30 and will document these inspections on District Condition Compliance Form Number EN-33. Two copies of the completed forms will be submitted annually to the District by May 31. PPD will notify the District of any sinkhole development in the surface water management system within 48 hours of discovery and will complete sinkhole repair within 10 days of such discovery (Permit Condition 22).

B. OPERATIONAL INSPECTION: PPD will inspect the stormwater or surface water management system every two years to determine if the system is functioning as designed and permitted as called for in Permit Condition 16, and maintain records of these inspections making them available for inspection by the District during normal working hours. If at any time the system is not functioning as designed and permitted, then within 14 days PPD will submit an Exceptions Report to the District on the appropriate form.

C. ANNUAL REPORT: PPD will prepare and submit the annual report to the District as called for by Permit Condition 10 of the modified General (Construction) Permit (4-001-15570-3). This report will be submitted to the District by January 31st each year and will be for construction projects completed the preceding calendar year.

D. MONITORING WELLS: PPD will measure water levels in all monitoring wells on a quarterly basis. Such water level measurements will be submitted to the District within 30 days of collection (Permit Condition 12).

E. GROUNDWATER AND SURFACE WATER MONITORING DATA: PPD will submit groundwater and surface water monitoring data required by FDEP Permit No. FLA011322 to the District within 14 days of receipt from the laboratory (Permit Condition 13).

5.0 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL PROGRAM

A. BACKGROUND: The Florida Department of Environmental Protection issued a National Pollutant Discharge Elimination System (NPDES) Phase II MS4 Generic Permit for stormwater discharge to the University of Florida on September 9, 2003. The coverage under this permit was renewed on June 1, 2013 and will expire on May 31, 2018. To comply with the requirements of this permit, the University's Construction Site Stormwater Runoff Control Program was established. This program is intended to ensure that the minimum control measures necessary to manage on-site erosion and sedimentation are identified and implemented for all construction activities on the University of Florida Campus. It is also intended that the program foster the elimination of all off-site impacts caused by stormwater runoff from University construction. Compliance with this program is required for all activities on the University of Florida campus.

B. PROGRAM OVERVIEW: For construction projects, compliance requirements shall be included in project documents. Contractors/Construction Managers shall be responsible for maintaining compliance on-site. The University will maintain an inspection program, administered by the University's Environmental Health & Safety Division (EH&S), to monitor and ensure permit and program compliance. Inspectors will be provided by EH&S and will be responsible for inspecting all University projects. Noncompliant conditions shall be remedied immediately or the offending activity will be subject to University-induced work stoppages as appropriate. Construction is defined in this document as any construction, renovation, or repair to University of Florida facilities and infrastructure.

The construction site will fall into one of two categories:

1) One acre or larger of work zone. (One acre = 43,560 ft^2)
2) Less than one acre of work zone.

Category one projects shall apply for a NPDES Construction Generic Permit from the Florida Department of Environmental Protection (FDEP). Category two projects shall operate under the existing UF NPDES Permit. Both categories shall develop a "Sedimentation and Erosion Control Plan" and submit the plan and/or permit for review and approval prior to construction. Submit these documents to EH&S. An approved plan will be required before any dig permits are issued.

Information and the appropriate form (62-621.300(4) (b)) for a Notice of Intent to obtain coverage under an FDEP NPDES Construction Generic Permit is available at this website:

http://www.dep.state.fl.us/water/stormwater/npdes/permits_forms.htm

C. GENERAL ELEMENTS OF A SEDIMENTATION AND EROSION CONTROL PLAN:

This plan is a complete description of actions the contractor will perform to manage and contain erosion and sedimentation. If the approved plan is not working, the plan shall be amended and those changes documented using the inspection form. Regular inspections and documentation thereof are an integral part of making the plan work. An example of a construction inspection form is included (below), and those items in the form are the minimum to be checked off during inspections. The elements of a complete plan are as follows:

1) Narrative - a brief description of the overall strategy for erosion and sedimentation control.
2) Map or Site Plan - site contours, critical areas such as wetlands, existing vegetation, limits of clearing and grading, locations and names of erosion and sedimentation control measures with dimensions.
3) Construction details, specifications, notes and contact information for personnel on-site.
4) Construction Inspection Form (A sample form is included below).

D. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL:

The intent of control methods is to manage on-site erosion and eliminate any off-site erosion and sedimentation impacts. The project shall implement all measures necessary to manage on-site erosion and sedimentation and eliminate all off-site impacts.

Control methods may include:

- Control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
- Adequate layers of silt fence properly imbedded around areas to be disturbed.
- Gravel entrance to site, approximately 50' long, width of the entrance, and 6"thick over filter fabric.
- Cover, seed or sod disturbed areas exposed to stormwater.
- Check dam to control water velocity.
- Curb and gutter sediment barrier for inlet protection of storm drain structures.
- Temporary structures such as dikes and drains before permanent ones are built.
- Dust control.
- Temporary sedimentation basins to treat stormwater and dewatering pump outflow.

All methods used shall be properly maintained and inspected on a regular basis.

Reference: The Florida Stormwater, Erosion and Sedimentation Control Inspectors Manual FDEP and FDOT.

University of Florida
Construction Inspection Form
Stormwater Pollution Prevention Program

ProjectName_____
Contractor _____
Construction Manager _____
Date of Inspection _____
Inspector _____

Inspect the items below and place a check (√) if it is satisfactory and an X if there is a problem. Provide comments specifically on deficiencies. Deficiencies must be corrected within 24 hours.

_____ Silt Fence, Tree Barricades, Perimeter Fence, etc.
_____ Construction Entrance
_____ Litter Control
_____ Basins and Swales
_____ Storm Drain Structures
_____ Storm Drain Piping
_____ Material Storage Area
_____ Dust Control
_____ Buffer and Natural Areas
_____ Landscaping, Sod and Seed
_____ Onsite and Adjacent Wetlands and Waterbodies
_____ _____
_____ _____
_____ _____

Comments _____
_____
_____
_____

END OF SECTION