

# STORMWATER POLLUTION PREVENTION PLAN

SPARTA TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY

NJPDES: NJG0148059

PREPARED FOR:

Sparta Township  
65 Main Street  
Sparta, NJ 07871

PREPARED BY:



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April 2024

A handwritten signature of "Cory L. Stoner" is written over a horizontal line.

Cory L. Stoner, P.E., C.M.E  
New Jersey Professional Engineer License #41027

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**Form 1 – Team Members**

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		James Zepp	
Phone	973-300-5544	Email	james.zepp@spartanj.org
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		Cory L. Stoner, P.E., P.P., C.M.E., Township Engineer	
Phone	973-948-6463, 213	Email	cstoner@hpellow.com
Name and Title			
		Email	
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		Joseph Straway, Department Head Sparta D.P.W.	
Phone	973-729-6178	Email	Joseph.Straway@spartanj.org
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided		Term of Service

## Form 2 – Revision History

**Form 3 – Public Announcements**

*Part IV.B. and C.*

**1. Provide the link to the dedicated stormwater webpage for your municipality.**

[Sparta Township, NJ | Official Website \(spartanj.org\)](http://spartanj.org), need to add a stormwater section

**2. List the name and title of person(s) responsible for stormwater webpage postings/updates.**

**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.**

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", N.J.S.A. 10:4-6 et seq.), Sparta Township provides notice in a manner that complies with the requirements of that Act thought the paper of record; the New Jersey Herald. Information regarding the stormwater program and related events are posted on the Township website, Instagram, YouTube, and X feed. Residents can also sign up for community notifications which will inform residents of stormwater events. Every year all owners of property in the Township are mailed information regarding stormwater.

**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.**

The municipality uses the definition of 'major development' found in the New Jersey Stormwater Management Rules (N.J.A.C. 7:8)

"Major development" means any "development" that provides for ultimately disturbing one or more acres of land or increasing impervious surface by one-quarter acre or more. 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. Projects undertaken by any government agency which 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 Municipality's stormwater control ordinance was based on the model ordinance and is as stringent as the model ordinance.

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

Major projects are reviewed for compliance when they are presented to the Planning Board for review. The project is reviewed by the Planning Board Engineer to assure with the Stormwater Control Ordinance and Residential Site Improvement Standards in regards to nonstructural strategies, water quantity, water quality and groundwater recharge.

**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.**

Yes, a mitigation plan is included in the Municipal Stormwater Control Ordinance. No variances from the stormwater control ordinance have been granted to date.

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

Original Stormwater Control Ordinance 18-5.3f

Amended Stormwater Control Ordinance 21-02 on March 9, 2021

Amended Stormwater Control Ordinance 21-03 on April 13, 2021

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

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

<b>Ordinance</b>	<b>Date Adopted</b>	<b>Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.</b>	<b>Entity Responsible for Enforcement</b>	<b>Fees &amp; Fines</b>
1. Pet Waste	11/22/2005	The DEP model ordinance was adopted.	Animal Control Officer, Police Department or Registered Environmental Health Sanitarian	Fine no greater than \$1,000 (§5-8.1)
2. Wildlife Feeding	11/22/2005	The DEP model ordinance was adopted.	Registered Environmental Health Specialist of Sparta	Fine no greater than \$1,000 (§11-4.5)
3. Litter Control	10/27/1981	The Ordinance in place is more stringent than the model ordinance.	Licensed health inspectors of Sussex County, Police Department	Fine no greater than \$2,000 (§3-2.17)
4. Improper Disposal of Waste	11/22/2005	The DEP model ordinance was adopted.	Registered Environmental Health Specialist of Sparta	Fine no greater than \$1,000 (§11-4.5)
5. Yard Waste	05/20/2008			
6. Private Storm Drain Inlet Retrofitting	To be added			
7. Illicit Connections	11/25/2005	The DEP model ordinance was adopted.	Police Department or Registered Environmental Health Specialist	Fine no greater than \$2,000 (§11-7.4)
8. Privately-Owned Salt Storage	To be added			
9. Tree Removal-Replacement	To be adopted by 05/01/24			
<b>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.</b>				

No additional ordinances have been implemented by the Municipality.

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

Records related to ordinances are located at the Municipal Clerk's office and records related to enforcement actions are located in the Zoning and Code Enforcement office.

**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 3 times each year)
- Segments of municipal roads that do not have storm drain inlets but do discharge to surface water (required at least 1 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.*

Currently all municipally owned roads are swept in the spring each year, usually April and May.

The new triannual sweeping schedule will be implemented on or before January 1, 2026 for all municipally owned or operated streets with storm drain inlets that discharge to surface waters. A description and/or map outlining the sweeping schedule will be provided at that time.

**2. Indicate if sweeping work is outsourced and if so, describe the arrangement.**

Sweeping work is undertaken by the Township Department of Public Works with their own equipment. No street sweeping work is outsourced in Sparta Township.

**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 labelled.
- 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. Badges have been installed on 100% of Storm drains in the Municipality that do not have a label. During yearly cleaning, if the DPW staff sees a label missing they will install a new one.
- b. As part of roadway repaving, municipally owned or operated storm drain inlets are retrofitted or replaced, if needed, to control passage of solid and floatable materials.

The municipality has created an ordinance which requires retrofitting of all privately owned storm drain inlets which are in direct contact with repaving. The ordinance states violation times and penalties.

- c. As part of the site plan review process, the Land Use Board Engineer checks the submitted plans to ensure that proposed stormwater drain inlets comply with all applicable design standards. Newly installed storm drain inlets are inspected upon installation to ensure that they include catch basins or other BMPs to collect solids.
- d. The Sparta Township DPW periodically conducts drive-by inspections of all storm drain inlets. If debris is present, the grate and surrounding area is cleaned at that time or scheduled for cleaning.

**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.

All Municipally owned and operated catch basins are inspected and cleaned yearly.

**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 MS4 conveyance system is inspected during the yearly jet-vac cleaning. Observed or reported localized street flooding may also trigger an inspection of the conveyance system. At which time DPW staff will clean or schedule a cleaning of the conveyance.

**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.

During yearly inspections any scour conditions will be noted. All sites will be placed on a prioritized list and repairs will be made in accordance to Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits will take priority. Repairs will be with an inspected within six months to ensure that scour has not resumed. All records are kept by the DPW at their yard.

**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.

Yearly inspection of outfall structures will be conducted during a dry period so illicit connections can be noted. Record cases of illicit connections shall be noted in a report kept at the DPW yard.

**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.

Detention Basin – Detention basins owned and operated by the Municipality are inspected during the growing season when they are mowed once a week. Inspections are also conducted at each detention basin once a month.

**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 Township is in the process of developing a program to ensure maintenance of these facilities which may include fines and or penalties if documentation of maintenance is not provided to the Municipality Yearly.

**8. Infrastructure Records**

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

Records are kept by the Sparta DPW Superintendent.  
15 Prices Lane, Sparta, NJ, 07871

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

**1. Herbicide Application Management**

Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.

There are no herbicides used for vegetation control. Weed whacking or mowing is used to keep vegetation suppressed.

**2. Excess Deicing Material Management**

Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.

The excess salt piles are shoveled or pickup piles and return to a covered shelter where salt is stored.

**3. Roadside Vegetative Waste**

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.).

Collection of brush, leaves and other yard waste is picked up, brought to our facility than contracted out to be ground and hauled out to a useful recycled product for various applications.

**4. Roadside Erosion Control**

Describe your program to detect and repair erosion along municipal roadways.

To prevent erosion along roadways we install 5A, Rip rap, and in some instances install basins and pipe to transfer water where it needs to go.

**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> 15 Prices Lane, Sparta NJ 07871																					
<b>2. Monthly Site Inspections</b> Describe the nature of inspections conducted at this site and the location of inspection logs.  Diesel emissions inspections Right to know inspections Propane tank yearly inspection County Health inspection Fuel island inspections Well testing inspections All inspection logs located in administrative office																					
<b>3. Inventory List</b> List all materials and machinery that are potentially exposed to stormwater. <table border="1"><thead><tr><th>Materials</th><th>Machinery/Equipment</th></tr></thead><tbody><tr><td>None</td><td>None</td></tr><tr><td>All Stored Indoors</td><td>All Stored Indoors</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>		Materials	Machinery/Equipment	None	None	All Stored Indoors	All Stored Indoors														
Materials	Machinery/Equipment																				
None	None																				
All Stored Indoors	All Stored Indoors																				
<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.  None on premises.																					

**5. Fueling Operations**

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.

Yes, fueling does occur on site. The BMPs in place to minimize contamination between fueling and stormwater include spill kits, and poured concrete pads along fuel island. Fueling stations are covered with a canopy above which catch the rain and diverts through down spouts

**6. Vehicle/Equipment Maintenance and Repair**

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.

Vehicle maintenance and repair does occur onsite indoors on site.

**7. Wash Wastewater Containment**

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.

Vehicle washing does occur onsite indoors. Wastewater is collected in a tank that is pumped out when full by environmental company.

**8. Salt and Other Granular De-icing Materials**

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.

Yes, stored in covered salt barn and salt dome. Bags of Magnesium chloride are stored indoors. Piles of salt are cleaned up and returned to covered storage locations.

**9. Aggregate Material, Wood Chips, and Finished Leaf Compost**

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.

These materials are not stored on site.

**10. Cold Patch Asphalt**

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.

Yes the bagged Cold Patch Asphalt is stored indoors.

**11. Street Sweepings and Storm Sewer Cleanout Materials**

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.

These materials are temporarily stored and covered than brought to SCMUA for disposal.

**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.

Yes, temporarily. Piles are placed in areas away from any stormwater runoff areas. They are not permanent piles and runoff is contained with stone and below grade of surrounding areas. Piles are processed and hauled out to specific companies that recycle material

**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.

Yes, scrap tires are contained in a storage container than picked up by a company to recycle the materials.

**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.

Yes, temporarily. If any oily residue can be in contact with storm water, we cover that vehicle with plastic or tarp to avoid runoff.

## **Form 10 – Training**

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

<b>Stormwater Program Coordinators</b>	
Describe the training provided for the municipal Stormwater Program Coordinator.	
The Stormwater Program Coordinator will complete the required mandatory Department training once it is available.	

<b>Topic</b>	<b>Municipal Employees</b> Examples: in-person or virtual group sessions, e-Learning, field trainings, and videos
	Describe the training provided for municipal staff.
SPPP	Annual training will be provided to appropriate municipal staff on the current SPPP and applicable recordkeeping requirements. The training will be provided through in-person training sessions.
Construction Site Stormwater Runoff	For all sites requiring Soil Erosion and Sediment Control Certification the Upper Delaware Soil Conservation District will review, approve and request a general or individual Construction Site Stormwater Runoff permit. The Township Engineer will ensure
Post-Construction Stormwater Management in New and Redevelopment	Planning Board Engineer will ensure that all “major development” projects are constructed in accordance with the approved development plans.
Community-wide Ordinances	Annual training will be provided to appropriate municipal staff regarding stormwater related ordinances. The training includes a review of the requirements, enforcement and violations for non-compliance. The training will be provided through in-person training sessions.
Community-wide Measures	Annual training will be provided to appropriate municipal staff that implement community-wide pollution prevention measures and good housekeeping measures. The training will be provided through in-person training sessions.

Stormwater Facilities Maintenance	Annual training will be provided to DPW staff involved with the inspection, maintenance and repair of municipally owned and operated stormwater infrastructure. The training will be provided through in-person and/or virtual training sessions.
Municipal Maintenance Yards and Other Ancillary Operations	Annual training will be provided to DPW staff involved with the inspection, maintenance and repair of municipally owned and operated stormwater infrastructure. The training will be provided through in-person and/or virtual training sessions.
MS4 Mapping	Not applicable. Staff from the Township Engineer's office will collect stormwater infrastructure information and add it to the stormwater infrastructure map.
Outfall Stream Scouring	Annual training will be provided to DPW staff involved with the inspection outfalls for stream scouring. The training will be provided through in-person and/or virtual training sessions.
Illicit Discharge Detection and Elimination	Annual training will be provided to DPW staff involved with the inspection outfalls for illicit connections. The training will be provided through in-person and/or virtual training sessions.

<b>Stormwater Management Design Reviewers</b>
Describe the training provided for individuals responsible for reviews and approvals of stormwater management designs.
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> .

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.

Members of the Sparta Township Planning Board and Sparta Township Committee will complete the “Asking the Right Questions in Stormwater Review Training Tool” posted at: <https://dep.nj.gov/stormwater/stormwater-training/> once per term. Once per term thereafter, Sparta Township Planning Board and Sparta Township Committee members must review at least one of the training tools offered under Post-Construction Stormwater Management found at the website above.

<b>Training Records</b>
Indicate the location of training records for the above required training.

All record related to all public information sessions and meetings for discussions of the Watershed Improvement Plan will be kept on file with the Municipal Clerk.

**Form 11 – MS4 Mapping**  
*Part IV.G.1.*

**1. Provide a link to the most current MS4 outfall/infrastructure map.**

The Sparta Township Outfall maps are posted at: TBD

**2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).**

a. MS4 outfalls	TBD
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	TBD
c. MS4 interconnections	TBD
d. MS4 storm drain inlets	TBD
e. MS4 manholes	TBD
f. Length of conveyance (channels, pipes, ditches, etc.)	TBD
g. MS4 pump stations	TBD
h. MS4 stormwater facilities (any that are not listed above)	TBD
i. Maintenance yard(s) and other ancillary operations	TBD

**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 MS4 Infrastructure Map will be reviewed by the Township Engineer and/or DPW staff annually, or more frequently as necessary, and updated to include the location or attributes of any new or newly identified MS4 infrastructure. Changes to the map will then be made as required.

**4. Describe how the municipality will create and update its MS4 Infrastructure Map.**

Staff from the Township Engineer's Office are in the process of collecting GPS points and associated attributes for all municipally owned and operated MS4 infrastructure. The data collected will be used to create the MS4 Infrastructure Map. Once the map is created it will be periodically updated as needed.

**Form 12 – Watershed Improvement Plan**  
*Part IV.H.*

**1. Describe how your municipality is developing its Watershed Improvement Plan.**

Staff from the Township Engineer's office are in the process of collect required information for Phase I of the Watershed Improvement Plan.

**2. Describe any regional projects or collaboration efforts with other municipalities.**

There are no regional project or collaborative efforts underway at the moment.

**3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan.**

All record related to all public information sessions and meetings for discussions of the Watershed Improvement Plan will be kept on file with the Municipal Clerk.