



Division of Surface Water
NPDES Small MS4 General Permit
(OHQ000003) Annual Reporting Form

Instructions for completing this form

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1st.
- Complete the form and sign and date the certification statement below
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Do not include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:
 Ohio Environmental Protection Agency
 Division of Surface Water
 Storm Water Program-Small MS4
 P.O. Box 1049
 Columbus, Ohio 43216-1049

General Information

Small MS4 Annual Report for Year: 2021		Ohio EPA Facility Permit Number: 3GQ00142*AG	
Name of MS4: City of East Liverpool			
Mailing Address: 126 West 6th St			
City: East Liverpool		State: OH	Zip Code: 43920
Country: USA		County: COLUMBIANA	
Primary Contact: Bill Cowan		Title: Planning Director	
Email Address: Planningdirector@eastliverpool.com		Phone: (330) 385-5394	Fax:

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

Upload File Name for Table of Organization: Permit Management Organization.pdf
 See Attached.

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Applicant Name: William Cowan	Title: Director of Planning
Signature: Electronically submitted by 74748562	Date: Electronically submitted on 03/31/2022

PUBLIC EDUCATION AND OUTREACH

Estimate Your Permit Area of Total Population: 10600

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Effective
City MS4 Permit website	AWR Engineering will be responsible for website development and management for 2022 through November 2024.	The website will be created in the first half of 2022 and will be maintained and updated regularly. The email sign-up list and the number of website views will be examined periodically as metric for how many people the website is reaching.	The MS4 website will provide a platform for public education, communication, and permit activities. The website will be used to share information about MS4 management activities, share and receive feedback from the public on various MS4-activities and documents (e.g. the SWMP, the rate structure analysis, various factsheets, the stormwater infrastructure mapping, etc.) share information about the importance of stormwater management, and serve as a platform for facilitating plan reviews of storm-water related submittals that will be implemented as part of the MCMs.	East Liverpool citizens including homeowners and businesses owners as well as other agencies.	5	Yes

Summary of Results: Website is being constructed. It is expected to become live in the summer of 2022.

Comments:

Develop Stormwater Management Program for 2022-2024	AWR Engineering	Final document	Outline a plan for compliance with all MCM to be implemented from 2022 to 2024.	MS4 Team and agencies.	95	Yes
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Summary of Results: The SWMP is complete.

Comments: AWR and the City have developed a SWMP outlining planned compliance activities for the six MCMs. This program will be implemented from 2022 through November of 2024.

PUBLIC EDUCATION & OUTREACH

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	% Target Audience	Proposed Schedule
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Facebook Posts	AWR Engineering will be responsible for developing the content for the Facebook posts. The Planning Director will be responsible or coordinating with City staff to publish the posts.	The posts will be created periodically as the stormwater program progresses and will provide a second method for information sharing, beyond the MS4 website. The City and AWR can monitor views and interactions with the post and respond to questions, as needed.	Stormwater education and stormwater related activities and trainings.	Subscribers to the City's Facebook page.	5	Posts are planned for 2022, 2023, and 2024
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Summary of Planned Activities: The City and AWR will develop several posts to be shared on the City's Facebook Page about MS4 and stormwater activities in the City. These posts are expected to cover the following topics/information:

- ↳ Sharing the stormwater factsheet
- ↳ Sharing information about upcoming field data collection in support of infrastructure mapping
- ↳ Sharing the completed SWMP and Rate Study ones those documents are complete
- ↳ Sharing an online survey regarding household sewage
- ↳ Sharing a brochure discussing illicit discharge
- ↳ Sharing the SWPPP program/ordinance
- ↳ Sharing the new stormwater treatment program/ordinance along with associated design guidance

Comments: The City currently has 13,000 followers on their Facebook page, and this is expected to be a good way to reach a larger audience.

Stormwater Factsheet	AWR Engineering	The factsheet will be created in 2022 and shared across multiple platforms. The MS4 team can monitor the number of views and respond to any questions received about the content.	The stormwater factsheet will present what stormwater is and why stormwater management is important for the East Liverpool community. The factsheet will be developed with graphics and text geared toward the local community and will be shared via the MS4 website and the City Facebook page.	East Liverpool community including residents, home owners, and business owners.	25	The factsheet will be developed and shared in the summer of 2022.
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Summary of Planned Activities: The stormwater factsheet will present what stormwater is and why stormwater management is important for the East Liverpool community. The factsheet will be developed with graphics and text geared toward the local community and will be shared via the upcoming MS4 website and the City Facebook page.

Comments:

PUBLIC INVOLVEMENT AND PARTICIPATION

BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate Of People Participated	Effective
Comply with public notice procedures	Public Works	Comply with ORC121 regarding public meetings and notification procedures.	Provide full transparency and compliance with MS4 Permit requirements.	Citizens	30	Yes

Summary of Results: All public meetings pertaining to MS4 Permit will be published and posted as required.

Comments:						
Annual Report on City Website	Public Works and It Administrator	Post annual reports on the city website for public review and comment.	Full transparency and compliance with MS4 requirements.	Citizens of East Liverpool	1000	Yes
Summary of Results: Annual report was posted online after completion.						
Comments:						
Develop Stormwater Management Program for 2022-2024	AWR and Planning Director	Final document	Outline a plan for compliance with all MCMs to be implemented from 2022 to 2024.	MS4 Team, City Council, agencies.	15	Yes
Summary of Results: AWR and the City developed a SWMP outlining planned compliance activities for all six MCMs. This plan was described in AWR's contract scope of work with the City of East Liverpool, which was presented to the City Council for review and comment. The City Council held a public meeting on this topic, and AWR provided a brief summary of the plan and responded to council questions.						
Comments:						
PUBLIC INVOLVEMENT AND PARTICIPATION						
<i>Summarize activities you plan to undertake during the next reporting cycle.</i>						
BMP (mechanism)	Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Proposed Schedule
Share SWMP	AWR Engineering	Upload SWMP to the MS4 website when the website is complete and develop a Facebook post regarding this content.	This action will share the planned stormwater activities for the coming years with the community stakeholders. AWR and the City and also answer questions and take any comments or suggestions.	East Liverpool community	100	Summer 2022
Summary of Planned Activities: The SWMP will be posted online when the MS4 website is completed.						
Comments:						
Share Annual Report on new MS4 website	AWR Engineering	Post annual reports on the new City MS4 website for public review and comment.	Full transparency and compliance with MS4 requirements.	Citizens of East Liverpool	1000	Summer 2022
Summary of Planned Activities: Report will be posted once it is complete and the new website is live.						
Comments:						
ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)						
BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective	

Ordinance or Other Regulatory Mechanism	AWR will be responsible for developing the ordinance language. The Planning Director will be responsible for coordinating creation of the ordinance through the City Council process.	Enact regulatory ordinances.	No	Not available	No
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Summary of Results or Activities: Ordinance is planned for Spring/Summer of 2023 following results of a public survey regarding household sewage.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
Storm Sewer System Map	AWR Engineering	Build mapping to meet requirements of MS4 permit.	No	Mapping is underway. Existing paper-copy storm sewer mapping has been digitized into ArcGIS format, but needs to be updated to reflect current conditions. Field work is planned for April-June to collect updated location information for storm sewer structures, pipes, and outfalls. Field data will be used to update the GIS-based data and to develop new PDF maps of the system. The mapping will show approximate location of infrastructure, general connectivity/flow direction, and drainage basins associated with each outfall. Mapping is expected to be complete in the Fall of 2022.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
HSTS Mapping and List	AWR Engineering	Build mapping to meet requirements of MS4 permit.	No	HSTS mapping and lists of potential illicit discharges sites will be developed following completion of the storm sewer mapping (Fall 2022) and completion of the dry weather screening (Summers 2023/2024).	No

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Activities or Updates	Effective
IDDE Plan	AWR is responsible for developing the plan, collecting relevant data, and providing ordinance language. Planning Director will be responsible for coordinating creation of the new ordinance through the City Council process. Public Works and the Service/Safety Director will be responsible for implementation.	Develop and enact plan to address Illicit discharge detection & elimination	No	A general plan to address IDDE has been developed and is presented in the recently-developed SWMP. The plan involves a combination of field mapping, public involvement, dry weather screening, and a new ordinance addressing illicit discharges. The plan will be enacted 2022-2024.	Yes

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Total # of Outfalls	# of Outfalls Screened	# of Dry-Weather Flows Identified	# of Identified Illicit Discharges	# of Eliminated Illicit Discharges	Effective
Dry-Weather Screening of Outfalls	AWR Engineering	Complete dry weather screening in target location(s) in the summers of 2023 and 2024.	No	0	0	0	0	0	No

Comments: Mapping has not been completed. Number of outfalls is unknown at this time.

Upload File Name for the Illicit Discharges: DryWeatherScreening.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Summary of Planned Activities	Comments	Effective
No records found						

ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Storm Sewer System Map	AWR Engineering	Complete the mapping on schedule, as outlined below.	The City and AWR will develop both hard copy and digital GIS-based mapping of the storm sewer system within the City limits. This mapping will focus specifically on hard infrastructure such as pipes, storm sewer structures, and outfalls. Locations will be collected via GPS and are expected to be approximate. The mapping will be created through a combination of desktop analysis and field data collection to determine the location, type, and flow direction (connectivity) of the infrastructure. This work will also include delineating the drainage basins contributing surface water runoff to the City's MS4 system and to each mapped outfall based on a combination of field observations and LiDAR data. Documentation will be developed for each GIS-based product. The deliverables will be available for the public via the MS4 website.	Infrastructure mapping will be completed in 2022. The field work will be completed in the spring/summer and the mapping and GIS work will follow in the late summer/fall.

Comments:

SWMP Review and Update	AWR and Planning Director	Ensure we are on schedule for IDDE activities planned for 2023 and 2024.	Review and update the schedule and the SWMP as needed to ensure we are on track to complete IDDE activities as planned in 2023 and 2024.	Winter 2022/2023
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Comments:

CONSTRUCTION SITE RUNOFF CONTROL

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	AWR will draft the ordinance language, and The Planning Director will be responsible for coordinating creation of the ordinance through the City Council process.	Implement regulatory ordinances.	No	Being developed	No

Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The new ordinance is planned for Summer/Fall of 2023.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Standards Being Used	Effective
Sediment and Erosion Control Requirements	AWR will draft the requirements and develop associated guidance, and the Planning Director will be responsible for coordinating creation of the relevant ordinance through the City Council process.	Implement regulatory ordinances.	No	Will be developed. Standards are expected to be generally based on ODOT standards and associated ODOT BMPs.	No

Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Sediment and Erosion Control requirements are planned for Summer/Fall of 2023.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Number of Complaints Received	Number of Complaints Followed Up On	Effective
Complaint Process	AWR will be responsible for setting up and monitoring the online reporting portal and communicating potential violations to the City.	Develop a process for intake and follow-up of complaints.	No	0	0	No

Summary of Results or Activities: AWR will set up a comment portal for the public to report SWPPP violations that they may notice. This will be done through the new MS4 website.

Comments: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Complaint Process is planned for Summer/Fall of 2023.

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	AWR will be responsible for developing and assisting with implementation of the plan review process. The Planning Director will be responsible for City staff coordination needed for implementation and permit issuance.	Develop a process for site plan review procedures.	No	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Site Plan Review set up is planned for Summer/Fall of 2023.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Sites Inspected	Average Frequency	Effective
Site Inspection Procedures	AWR and Planning/building Department	Complete on-site inspections for compliance with approved SWPPPs, as-needed.	No	0	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Site Inspection Procedures set up is planned for Summer/Fall of 2023 with inspections beginning in 2023 and 2024.

Comments:

Upload File Name(s) for Applicable Sites: ConstructionSiteBMPs.docx

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
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Enforcement Procedures	AWR and the Planning/Building Department	Establish enforcement procedures.	No	0	0	No
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Summary of Results or Activities: A plan for compliance with MCM #4 Construction Site Stormwater Runoff Control has been developed. The Enforcement Procedures will be developed as part of the planned ordinance in the Summer/Fall of 2023.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurements	Effective
Develop Stormwater Management Program for 2022-2024	AWR Engineering	Outline a plan for compliance with MCM #4 Construction Site Runoff Control.	Yes	Final document	Yes

Summary of Activities or Updates: The SWMP has been developed and approved by the City.

Comments:

CONSTRUCTION SITE RUNOFF CONTROL

Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
SWMP Review and Update	AWR and Planning Director	Ensure we are on schedule for completion of planned Construction Site Runoff Control BMPs in 2023.	Review and update the SWMP as-needed to ensure we are on track to complete the planned construction site runoff control per the SWMP schedule.	Winter 2022/2023

Comments:

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Cite Local Code(s) Being Used (If available, web link for code(s))	Effective
Ordinance or Other Regulatory Mechanism	AWR will draft the ordinance language and the Planning Director will be responsible for coordinating creation of the ordinance through the City Council process.	Enacted ordinance	No	Being developed	No

Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed. The stormwater treatment ordinance is planned for Spring 2024.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Structural and/or Non-Structural Standards Being Used	Effective
Post-Construction Requirements	AWR will draft the ordinance language and the Planning Director will be responsible for coordinating creation of the ordinance through the City Council process.	Full compliance with MS4 permit requirements.	No	Will be developed.	No

Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed. The stormwater treatment requirements are planned to take effect Spring/Summer of 2024.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Effective
Site Plan Review Procedures	AWR will be responsible for developing and assisting with implementation of the plan review process. The Planning Director will be responsible for City staff coordination needed for implementation and permit issuance.	Full compliance with MS4 permit requirements.	No	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed. The stormwater treatment site plan review procedures are planned to be developed and implemented in the Summer/Fall of 2024.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Applicable Sites	# of Inspections Performed	Average Frequency	Effective
Site Inspection Procedures	AWR and Planning/building Department	Full compliance with MS4 permit requirements.	No	0	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed. The stormwater treatment inspection procedures are planned to be developed and implemented in the Summer/Fall of 2024.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Violation Letters	# of Enforcement Actions	Effective
Enforcement Procedures	AWR and Planning/Building Department	Establish enforcement procedures.	No	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed. The stormwater treatment enforcement procedures are planned to be developed with the new Ordinance in the Spring 2024.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	# of Sites Requiring Plans/Agreements	# of Plans Developed/Agreements in Place	Effective
Long-Term O&M Plans/Agreements	AWR and Planning/Building Department	Enacted ordinance	No	0	0	No

Summary of Results or Activities: A plan for compliance with MCM #5 Post-Construction Stormwater Management in New Development and Re-Development has been developed. The proposed long-term O&M plans/agreements will be addressed as part of the new Ordinance to be developed in the spring of 2024.

Comments:

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Measurement 1	Measurement 2	Effective
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No records found

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
SWMP Review and Update	AWR and Planning Director	Ensure we are on schedule for completion of planned Post-Construction BMPs in 2024.	Review and update the SWMP as-needed to ensure we are on track to complete the planned post-construction BMPs in 2024.	Winter 2022/2023

Comments:

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP (mechanism)	Responsible Party	Measurable Goal	Completed	Topic(s)	Targeted Audience	# of Employees Attended	Effective
Good Housekeeping Training	AWR and Planning/Public Works	Completed training program	Yes	Understand how proper handling of materials can help eliminate pollution of stormwater and receiving waters.	The specific operations and departments to be included in the training is to be determined, but is expected to include maintenance personnel, landscape workers, etc.	0	Yes

Summary of Activity: This training is planned for Fall/Winter of 2023.

Comments:

BMP (mechanism)	List of Municipal Facilities Subject to Program	O&M Procedures Developed?	# of Inspections Performed	Frequency of Inspections
Municipal Facilities	List will be developed by AWR in Summer of 2023.	No	0	0

BMP (mechanism)	Summarize Maintenance Activities and Schedules	Summarize Activities Performed
MS4 Maintenance	Maintenance activities and schedules will be developed by consultant and implemented by city.	Maintenance activities will be developed by AWR in Summer/Fall of 2023.

BMP (mechanism)	Procedures Developed?	Document Amounts of Wastes Properly Disposed
Disposal of Wastes	No	To be determined

BMP (mechanism)	Covered?	Tons Used	Summarize Measures Taken to Minimize Usage
Road Salt	Yes	500 Tons	Will be evaluated.

BMP (mechanism)	Procedures Developed?	Gallons Used	Summarize Measures Taken to Minimize Usage
Pesticide & Herbicide Usage	No	0 Gallons	Procedures will be developed.

BMP (mechanism)	Procedures Developed?	Pounds Used	Summarize Measures Taken to Minimize Usage
Fertilizer Usage	No	0 Pounds	N/A
BMP (mechanism)	Procedures Developed?	Document Amount of Material Collected and Properly Disposed	
Street Sweeping	No	Will develop monitoring procedures for collected and disposed of materials.	
BMP (mechanism)	Summarize Any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
Flood Management Projects	None		
BMP (mechanism)	Summary		

No records found

POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Summarize activities you plan to undertake for the next reporting cycle.

BMP (mechanism)	Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee training programs, municipal facilities, MS4 maintenance, disposal of waste, road salt, pesticide & herbicide usage, street sweeping and flood management projects.	Public Works	Full compliance with MS4 permit requirements.	Will be advertising for RFQ for an engineering firm to bring the City of East Liverpool into compliance with the MS4 Permit requirements.	RFQ due July 12, 2021: Anticipate hiring firm mid to late August 2021 to manage the City MS4 Permit.

Comments:

SWMP Review and Update	AWR and Planning Director	Ensure we are on schedule for completion of the planned Good Housekeeping BMPs in 2023.	Review and update the SWMP as-needed to ensure we are on track to complete the planned Good Housekeeping BMPs per the SWMP schedule.	Winter 2022/2023
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Comments:

PROPOSED CHANGES TO YOUR SWMP (IF ANY)

Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

The City of East Liverpool is committed to being compliant with MS4 permit requirements. City has contracted with AWR Engineering, LLC (AWR) for assistance in creating and managing the MS4 permit program and activities. City and AWR have developed a three-year SWMP (2022, 2023, 2024) to bring the City into compliance with the permit requirements.

VARIANCES GRANTED (IF ANY)

Identify and summarize any variances granted under your storm water program.

None.

ADDITIONAL INFORMATION

Please add any additional comments or attachments below.

See attached SWMP document, outlining MS4 activities planned for 2022 to 2024. This document will be reviewed and updated annually, as needed.

Additional Information attachment(s): [CityofEastLiverpool_SWMP_Final.pdf](#)