

# Stormwater Pollution Prevention Plan

*Woolwich Township*

*Gloucester*

*NJPDES # NJ0141852*

*Annual Review Date: (12/22/23)*

Stormwater Program Coordinator: Anthony Bertino

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## Form 1 – Team Members

<b>Stormwater Program Coordinator (SPC)</b>			
Name and Title		<i>Anthony Bertino, Zoning Officer</i>	
Phone	<i>(856) 467-2666 ext. 7208</i>	Email	<i>abertino@woolwichtwp.org</i>
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>			
Name and Title		<i>Stephen Nardelli, P.E, Fralinger Engineering</i>	
Phone	<i>(856)451-2990</i>	Email	<i>snardelli@fralinger.com</i>
Name and Title			
		Email	
<b>Other Municipal Stormwater Team Members</b>			
Name and Title		<i>Brian Hughes, Public Works Supervisor</i>	
Phone	<i>(856)241-1132</i>	Email	<i>BHughes@woolwichtwp.org</i>
Name and Title			
Phone		Email	
Name and Title			
Phone		Email	
<b>Shared/Contracted Service Providers</b>			
Provider Name	Service Provided	Term of Service	
<i>Gloucester County</i>	<i>Truck Washing and Salt Storage</i>	<i>Continuing</i>	

**Form 2 – Revision History**

Revision Date	Form # Changed	Reason for Revision (Updates to staff, policy, webpage, etc.)
<i>12/22/2023</i>		<i>Initial SPPP</i>

### Form 3 – Public Announcements

#### Part IV.B. and C.

1. Provide the link to the dedicated stormwater webpage for your municipality.
<a href="https://woolwichtwp.org/departments/public-works-department/stormwater-mgt-plan/">https://woolwichtwp.org/departments/public-works-department/stormwater-mgt-plan/</a>
2. List the name and title of person(s) responsible for stormwater webpage postings/updates.
<i>Anthony Bertino, Zoning Officer</i>
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.
<i>Annual Gloucester County Informational Mailer</i>

## 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.
<p><u>A.</u> <i>An individual development, as well as multiple developments that individually or collectively result in:</i></p> <p style="margin-left: 20px;"><u>(1)</u> <i>The disturbance of one or more acres of land since February 2, 2004;</i></p> <p style="margin-left: 20px;"><u>(2)</u> <i>The creation of 1/4 acre or more of regulated impervious surface since February 2, 2004;</i></p> <p style="margin-left: 20px;"><u>(3)</u> <i>The creation of 1/4 acre or more of regulated motor vehicle surface since March 2, 2021; or</i></p> <p style="margin-left: 20px;"><u>(4)</u> <i>A combination of Subsection <u>A(2)</u> and <u>(3)</u> above that totals an area of 1/4 acre or more. The same surface shall not be counted twice when determining if the combination area equals 1/4 acre or more.</i></p> <p><u>B.</u> <i>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of Subsection <u>A(1)</u>, <u>(2)</u>, <u>(3)</u>, or <u>(4)</u>, above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."</i></p>
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.
<i>It is the same as the NJDEP Model SCO.</i>
3. Describe the process for reviewing major development project applications for compliance with the SCO and Residential Site Improvement Standards (RSIS).
<i>Major development project applications are submitted to the Township’s Joint Land Use Board for completeness review and distribution to the Board’s professional consultants. Upon receipt of the application, the Board Engineer reviews the submitted documents for compliance with the Land Use Code, including the SCO and the RSIS. A review report is prepared by the Board Engineer with comments and recommendations and submitted to the Board.</i>

<p>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.</p>
<p><i>Woolwich does not have a stormwater mitigation plan.</i></p>
<p>5. Indicate the dates of each iteration of the township’s Stormwater Control Ordinance, starting with the initial adoption and including revisions.</p>
<p><i>Article II – Stormwater Control was adopted 12-4-2023 by Ord. No. 2023-36. This ordinance replaced the former Ch. 157, Art. II, Stormwater Control in its entirety, adopted 9-7-2021 by Ord. No. 2021-18</i></p>
<p>6. Indicate the dates of each iteration of the township’s Municipal Stormwater Management Plan, starting with the initial adoption and including revisions.</p>
<p><i>The “Watershed Based Municipal Stormwater Management Plan” for Woolwich Township is dated February 2006</i></p>

## Form 5 – Ordinances

### Part IV.F.1.

*Community wide ordinance will be adopted by May 1, 2023.*

Ordinance	Date Adopted	Was the DEP model adopted without change? If not, explain how the municipality's is more stringent.	Entity Responsible for Enforcement	Fees & Fines
1. Pet Waste	12/4/23	<i>Woolwich does not have exceptions for service animals the Model Ordinance does.</i>	<i>Code Enforcement</i>	\$ ___
2. Wildlife Feeding			<i>Code Enforcement</i>	\$ ___
3. Litter Control			<i>Code Enforcement</i>	\$ ___
4. Improper Disposal of Waste			<i>Code Enforcement</i>	\$ ___
5. Yard Waste			<i>Code Enforcement</i>	\$ ___
6. Private Storm Drain Inlet Retrofitting			<i>Code Enforcement</i>	\$ ___
7. Illicit Connections			<i>Code Enforcement</i>	\$ ___
8. Privately-Owned Salt Storage	12/04/2023	<i>Adopted Model Ordinance</i>	<i>Code Enforcement</i>	\$1,000.00
9. Tree Removal- Replacement			<i>Code Enforcement</i>	\$ ___
<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>				
<b>Indicate the location of records associated with ordinances and related violations and enforcement actions below.</b>				

### 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.*

*Street sweeping is not required until 1/1/2026. 36 months after permit date.*

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

## 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. *On an as-needed basis, Woolwich repairs/replaces any missing labels that were affixed to the inlets. These inlets are determined after yearly inspections.*
- b. *All municipal road/parking/paving projects are designed, bid and/or constructed to include storm drain inlet retrofits whenever existing (non-compliant) inlets are in contact with new paving. All applications for private development are required to comply with the Land Use Code and the Stormwater Control Ordinance. The Land Use Board Engineer reviews site plan and subdivision applications for compliance with these codes and ordinances to ensure that the plans include retrofitting of any privately owned inlets.*
- c. *All municipal road improvements are inspected by the office of the Township Engineer. Project closeout inspections verify that the retrofits occur. The contractor does not receive final payment or bond release until the retrofitting is complete.*
- d. *Inlets are inspected annually, if the inlets grates are obstructed with debris than they need to be cleaned.*

#### **2. Municipal Catch Basins**

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

*Woolwich Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year and cleaned, if necessary. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be “clean” the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.*

**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.

During catch basin inspections if debris or standing water is observed within catch basins then the debris is removed. If standing water is still observed and appears to be a backup then the conveyance structures are inspected. The public works department has a pipe camera than can be use to inspect conveyance structures. If settlement or other structural issues are observed on top of or near conveyance structures than the structures are inspected by the public works department or subcontractors when necessary.

**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.

*Woolwich Township has implemented an annual outfall inspection, to detect, investigate, and control stream scouring from stormwater outfalls. If stream scouring is observed Woolwich Township works with their engineer to propose a repair to each case individually. Minor scouring is armored with adequately sized riprap, more serious scouring may require larger solutions such as stream stabilization, or design of erosion control measures.*

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

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

*The Township inspects all outfalls at least every five years and checks for illicit connections. A minimum of 20% are checked annually. The Township uses the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms are 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 Township) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after an 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 Township will report the illicit connection to the NJDEP.*

**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.

*Basin facilities are mowed, and trash and debris cleaned on a regular basis. Basin inspections occur annually. In high-risk areas, preventative maintenance will be performed to ensure they do not begin to fail. A schedule of maintenance or repairs is prioritized based on danger to the public. All maintenance and repairs shall be made in accordance with NJAC7:8 and with soil erosion and sediment control in NJAC 2:90-1 and the requirements for bank stabilization and channel restoration found at NJAC 7:13et seq.*

**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 owners/operators of stormwater facilities not owned or operated by the municipality will be required to report annually on their operations and maintenance plans, the status of their stormwater facilities, and provide their inspection/maintenance logs. Failure by the private owner stormwater to provide the inspection/maintenance logs will be subject the lot owner to enforcement.*

**8. Infrastructure Records**

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

The public works department maintains records of the stormwater infrastructure inspections.

## Form 8 – Community-wide Measures

### Part IV.F.2.

<b>1. Herbicide Application Management</b> Describe your program for preventing herbicides from being washed into the waters of the State and to prevent erosion caused by de-vegetation.
The application of herbicides along roadsides will be limited in order to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation, as follows:  <ul style="list-style-type: none"><li>a. The Township will not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders.</li><li>b. The Township will only apply herbicides around structures where overgrowth presents a safety hazard and where it is unsafe to mow.</li></ul>
<b>2. Excess Deicing Material Management</b> Describe your program for ensuring that excess salt piles are removed in a timely manner after storm events.
Excess salt piles are removed from the township yard daily in normal deicing operations. The salt is stored within a covered salt storage shed. Salt is loaded into trucks on pavement and excess salt is removed from the pavement after the deicing efforts are completed.
<b>3. Roadside Vegetative Waste</b> Describe your program for ensuring proper pickup, handling, storage, and disposal of wood waste and yard trimmings generated by the permittee along municipal roads or on municipal properties (trimming trees, mowing, etc.).
Woolwich Township requires leaves and grass clipping be bagged and placed on the side of the road. Branches have to be bundled and cannot be put out prior to 6pm the night before the collection date.
<b>4. Roadside Erosion Control</b> Describe your program to detect and repair erosion along municipal roadways.
During roadside grass cutting, erosion is identified and addressed accordingly.

# 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: 2

<b>1. Site Name and Address</b>	
<p>124 Woodstown Rd, Woolwich Township, NJ 08085 58 Locke Ave, Woolwich Township, NJ 08085</p>	
<b>2. Monthly Site Inspections</b>	
Describe the nature of inspections conducted at this site and the location of inspection logs.	
<p>Currently, a monthly building safety inspection occurs for Joint Insurance Fund.</p> <p>Per the MS4 Permit requirements in 2024, the township will inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible), and identify conditions that would contribute to stormwater contamination, illicit discharges, or negative impacts to the permittee’s MS4. The township will maintain a log sufficient to demonstrate compliance with this section, including but not limited to dates and times of the inspections; the name of the person conducting the inspection; and conditions requiring attention and remedial actions taken for all activities occurring. This log will be kept on-site, with a copy kept with the SPPP and made available to the Department upon request. Existing Tier A permittees shall implement this requirement upon EDPA.</p>	
<b>3. Inventory List</b>	
List all materials and machinery that are potentially exposed to stormwater.	
<b>Materials</b>	<b>Machinery/Equipment</b>
Road Salt	Pickup Trucks
Cold Patch	1 Front Wheel Loader
Rip-Rap	1 Backhoe
Liquid Calcium Chloride (to be removed)	1 John Deere Roadside Tractor
<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.	
Woolwich has no Secondary Containment Stormwater Discharge.	

<p><b>5. Fueling Operations</b> Does fueling occur on site? If so, describe the BMPs in place to minimize contamination of stormwater from fueling activities. If not, explain where fueling takes place.</p>
<p><i>Fueling of Township vehicles occurs at 124 Woodstown Rd, Woolwich Township, NJ 08085. There is a Spill Prevention Control Counter Measures Plan in place. There is a stormwater filter sock designed for oil around the inlet as a secondary BMP.</i></p>
<p><b>6. Vehicle/Equipment Maintenance and Repair</b> Do you perform maintenance and repair on site? Is this conducted indoors or outdoors? If outdoors, describe the BMPs in place to minimize contamination of stormwater from maintenance and repair activities.</p>
<p><i>Vehicle maintenance is performed indoors. Vehicle maintenance records are kept at the DPW office.</i></p>
<p><b>7. Wash Wastewater Containment</b> Do you wash vehicles on site? If so, describe the BMPs in place to minimize contamination of stormwater from these activities. Note that on site containment structures require annual inspections by a NJ licensed professional engineer. If not, explain where vehicle washing takes place.</p>
<p><i>Woolwich does not perform Equipment and Vehicle Washing at it's DPW facility.</i></p>
<p><b>8. Salt and Other Granular De-icing Materials</b> Do you store salt and other granular deicing materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Woolwich Township stores salt indoors in a salt containment shed. Best Management Practices include thorough clean up of salt piles formed during loading actives after storm events.</i></p>
<p><b>9. Aggregate Material, Wood Chips, and Finished Leaf Compost</b> Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Woolwich does not store aggregate material, wood chips, and finished leaf compost.</i></p>

<p><b>10. Cold Patch Asphalt</b></p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Woolwich DPW stores cold patch at the public works yard. When the cold patch is not being used it is covered. The cold patch is kept on an asphalt surface to minimize leaching into the ground.</i></p>
<p><b>11. Street Sweepings and Storm Sewer Cleanout Materials</b></p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Woolwich does not store street sweepings and storm sewer cleanout materials on site.</i></p>
<p><b>12. Construction and Demolition Waste, Wood Waste, and Yard Trimmings</b></p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Woolwich does not store construction and demolition waste, wood waste, and yard trimmings on site.</i></p>
<p><b>13. Scrap Tires</b></p> <p>Do you store these materials on site? If so, describe how they are stored and the BMPs in place to minimize contamination of stormwater from these materials. If not, explain where these materials are stored.</p>
<p><i>Woolwich does not store scrap tires on site.</i></p>
<p><b>14. Inoperable Vehicles and Equipment</b></p> <p>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.</p>
<p><i>Woolwich does not store inoperable vehicles on site.</i></p>



## Form 10 – Training

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

<b>Stormwater Program Coordinators</b>
Describe the training provided for the municipal Stormwater Program Coordinator.
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.
<i>The SPC attended the stormwater management rule amendment training on August 15th and the Stormwater Program Coordinator Training on October 4th.</i>

<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	The SP3 team will be training on how to update and keep records of the required documentation within the SP3 annually when the SP3 is updated.
Construction Site Stormwater Runoff	In person training will occur.
Post-Construction Stormwater Management in New and Redevelopment	In person training will occur.
Community-wide Ordinances	After the community wide ordinances are adopted, training will occur.
Community-wide Measures	In person training will occur for DPW employees.
Stormwater Facilities Maintenance	In person training will occur.
Municipal Maintenance Yards and Other Ancillary Operations	<i>Online training for DWP employees will occur.</i>
MS4 Mapping	<i>After the mapping is completed, training will occur.</i>
Outfall Stream Scouring	<i>In person training will occur for DPW employees.</i>
Illicit Discharge Detection and Elimination	<i>In person training will occur for DPW employees.</i>

<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> . Indicate the location of the DEP certificate of completion for each reviewer.
<i>The DEP certificate of completion for the reviewer is kept at the office of the JLUB Engineer.</i>

<b>Municipal Board and Governing Body Members</b>
Describe the training provided for members of the planning/zoning board and municipal council.
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> .
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.
<b>Training Records</b>
Indicate the location of training records for the above required training.
<i>Training records for Land Use Board members are kept at the Land Use Board office.</i>
<i>Training records for Township Committee members are kept at the Municipal Building.</i>

## Form 11 – MS4 Mapping

### Part IV.G.1.

1. Provide a link to the most current MS4 outfall/infrastructure map.	
<i>This is not required until 1/1/2026. 36 months after permit date.</i>	
2. Indicate the total of each type of MS4 infrastructure listed below (due 01 Jan 2026).	
a. MS4 outfalls	
b. MS4 ground water discharge points (basins or overland flow infiltration areas)	
c. MS4 interconnections	
d. MS4 storm drain inlets	
e. MS4 manholes	
f. Length of conveyance (channels, pipes, ditches, etc.)	
g. MS4 pump stations	
h. MS4 stormwater facilities (any that are not listed above)	
i. Maintenance yard(s) and other ancillary operations	
3. Describe how the municipality’s outfall/infrastructure map is reviewed and updated to reflect any new or newly identified MS4 infrastructure (e.g., an outfall is closed, a new basin is constructed, ownership of an outfall has changed, etc.).	
<i>This is not required until 1/1/2026. 36 months after permit date.</i>	
4. Describe how the municipality will create and update its MS4 Infrastructure Map.	
<i>This is not required until 1/1/2026. 36 months after permit date.</i>	

## Form 12 – Watershed Improvement Plan

### Part IV.H.

1. Describe how your municipality is developing its Watershed Improvement Plan. <i>This is not required until 1/1/2026. 36 months after permit date.</i>
2. Describe any regional projects or collaboration efforts with other municipalities. <i>This is not required until 1/1/2026. 36 months after permit date.</i>
3. Indicate the location of records related to all public information sessions and meetings for discussions of the Watershed Improvement Plan. <i>This is not required until 1/1/2026. 36 months after permit date.</i>