**Public Involvement & Participation Plan**

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| Permittee Name: |  | | |
| Mailing Address: | | | City, State, Zip: |
| MCM #2 Contact Person: | | | Title: |
| Phone Number: | | | Email: |
| Plan Goal: | | | |
| **Target Audiences**  Efforts shall be made to engage the following groups in the decision-making processes associated with the development, implementation, and update of the SWMP and activities. | | | |
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| **Routine Communications**  The following methods shall be used to communicate with target audiences listed above. | | | |
| Municipal Website  url: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Municipal Newsletter  Social Media Outreach  Facebook  Twitter  Nextdoor  Other  Newspaper Advertisements  Newspaper Name (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Flyers  Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Target email  Email list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailings  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Public Involvement**  Potential opportunities that may be provided to the public to participate in the development, update and implementation of the SWMP are listed below.  *At least one public meeting or other MS4 event must be held during the 5-year permit coverage period to solicit participation and feedback from target audience groups.* |
| Event/Project: |
| Target Audience to be engaged: |
| Description of Public Involvement: |
| Event/Project: |
| Target Audience to be engaged: |
| Description of Public Involvement: |
| Event/Project: |
| Target Audience to be engaged: |
| Description of Public Involvement: |
| Event/Project: |
| Target Audience to be engaged: |
| Description of Public Involvement: |
| Event/Project: |
| Target Audience to be engaged: |
| Description of Public Involvement: |

\* Attach Additional Sheets as Necessary

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| **Additional Cooperation with Target Audiences**  The following section documents additional instances of public involvement in the SWMP conducted in coordination with targeted Audiences. | |
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| **Public Input** | |
| Prior to adoption, modification, or submission to DEP, the following documents will be advertised for public input:  Ordinances  Standard Operating Procedures (SOPs)  Pollutant Reduction Plans (PRPs)  TMDL Plans (if applicable) | |
| For Ordinances and SOPs, the public input process will include the following steps:   1. Provide notice to the public; 2. Provide opportunities for public comment; 3. Document and evaluate the public comments; 4. Document responses to the comments prior to finalizing the Ordinance or SOP. The response to comments document shall be kept of file with other SWMP documentation and may be requested by DEP. | For PRPs and TMDL Plans, the public participation requirements specific in the permit appendices shall be followed and documented. |

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| **Report Availability**  Annual MS4 Status Reports and all other permit required plans, programs, maps, and reports are available to the public via the methods described below. | |
| Document Type:  Pollutant Reduction Plan  Stormwater Management Ordinance  Other MS4 Documentation | Document Name: |
| Availability to public (at least one option must be checked):  Website (list url): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For view in municipal office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By mail by request  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Document Type:  Pollutant Reduction Plan  Stormwater Management Ordinance  Other MS4 Documentation | Document Name: |
| Availability to public (at least one option must be checked):  Website (list url): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For view in municipal office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By mail by request:  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Document Type:  Pollutant Reduction Plan  Stormwater Management Ordinance  Other MS4 Documentation | Document Name: |
| Availability to public (at least one option must be checked):  Website (list url): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For view in municipal office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By mail by request  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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\* Attach Additional Sheets as Necessary