

Appendix J - Notice of Intent (NOI) Form and Instructions

Part 1.4.1 requires you to use the electronic NOI system, or "eNOI" system, to prepare and submit your NOI. However, if you are given approval by the EPA Regional Office to use a paper NOI form, and you elect to use it, you must complete and submit the following form.

Submission of this Notice of Intent (NOI) constitutes notice that the operator identified in Section II of this form requests authorization to discharge pursuant to the NPDES Construction General Permit (CGP) permit number identified in Section I of this form. Submission of this NOI also constitutes notice that the operator identified in Section II of this form meets the eligibility requirements of Parts 1.1 and 1.2 of the CGP for the project identified in Section III of this form. Permit coverage is required prior to commencement of construction activity until you are eligible to terminate coverage as detailed in Part 8 of the CGP. To obtain authorization, you must submit a complete and accurate NOI form. Discharges are not authorized if your NOI is incomplete or inaccurate or if you were never eligible for permit coverage. Refer to the instructions at the end of this form.

I. Approval to Use Paper NOI Form

Have you been given approval from the Regional Office to use this paper NOI form*? YES NO

If yes, provide the reason you need to use this paper form, the name of the EPA Regional Office staff person who approved your use of this form, and the date of approval:

Reason for using paper form:

Name of EPA staff person:

Date approval obtained: / /

*** Note: You are required to obtain approval from the applicable Regional Office prior to using this paper NOI form.**

II. Permit Information **Tracking Number** (EPA Use Only):

Permit Number: (see Appendix B of the CGP for the list of eligible permit numbers)

III. Operator Information

Name:

Phone: - - Ext. Fax (optional): - -

E-mail:

IRS Employer Identification Number (EIN): -

Point of Contact:

First Name, Middle Initial, Last Name:

Mailing Address:

Street:

City: State: Zip Code: -

NOI Preparer (Complete if NOI was prepared by someone other than the certifier):

Prepared by:

First Name, Middle Initial, Last Name:

Organization:

Phone: - - Ext. Fax (optional): - -

E-mail:

IV. Project/Site Information

Project/Site Name:

Project/Site Address:

Street/Location:

City: State: Zip Code: -

County or similar government subdivision:

For the project/site for you are seeking permit coverage, provide the following information:

Latitude/Longitude (Use one of three possible formats, and specify method):

Latitude 1. ____° ____' ____" N (degrees, minutes, seconds) Longitude 1. ____° ____' ____" W (degrees, minutes, seconds)
 2. ____° ____' ____" N (degrees, minutes, decimal) 2. ____° ____' ____" W (degrees, minutes, decimal)
 3. ____° ____' ____" N (degrees decimal) 3. ____° ____' ____" W (degrees decimal)

Latitude/Longitude Data Source: U.S.G.S. topographic map EPA web site GPS Other: _____

If you used a U.S.G.S. topographic map, what was the scale? _____

Horizontal Reference Datum: NAD 27 NAD 83 or WGS 84 Unknown

Is your project/site located in Indian Country lands, or located on a property of religious or cultural significance to an Indian tribe? YES NO

If yes, provide the name of the Indian tribe associated with the area of Indian country (including name of Indian reservation, if applicable), or if not in Indian country, provide the name of the Indian tribe associated with the property: _____

Are you requesting coverage under this NOI as a "federal operator" as defined in Appendix A? YES NO

Estimated Project Start Date: / / Estimated Project Completion Date: / /

Estimated Area to be Disturbed (to the nearest quarter acre): .

Have earth-disturbing activities commenced on your project/site? YES NO

If yes, is your project an "emergency-related project? YES NO

Have stormwater discharges from your project/site been covered previously under an NPDES permit? YES NO

If yes, provide the Tracking Number if you had coverage under EPA's CGP or the NPDES permit number if you had coverage under an EPA individual permit:

V. Discharge Information

Does your project/site discharge stormwater into a Municipal Separate Storm Sewer System (MS4)? YES NO

Are there any surface waters within 50 feet of your project's earth disturbances? YES NO

Receiving Waters and Wetlands Information: (Attach a separate list if necessary)

Provide the name(s) of the first surface water that received stormwater directly from your site and/or from the MS4:

Provide the names of any impaired waters to which you discharge and the pollutant(s) for which they are impaired	
Surface water name:	Pollutant(s) causing the impairment:

Provide the names of any waters to which you discharge for which there is an EPA approved or established TMDL, the name of the TMDL, and the pollutant(s) for which there is a TMDL		
Surface water name:	TMDL name:	Pollutant(s) for which there is a TMDL:

Impaired Waters

Describe the methods you used to complete the above table:

Are any of the surface waters to which you discharge designated by the state or tribal authority under its antidegradation policy as a Tier 2 (or Tier 2.5) water (water quality exceeds levels necessary to support propagation of fish, shellfish, and wildlife and recreation in and on the water) or as a Tier 3 water (Outstanding Natural Resource Water)? (See Appendix F).

YES NO

If yes, name(s) of receiving water(s) and its designation (Tier 2, Tier 2.5 or Tier 3):

VI. Chemical Treatment Information

Will you use polymers, flocculants, or other treatment chemicals at your construction site? YES NO

If yes, will you use cationic treatment chemicals at your construction site*? YES NO

If yes, have you been authorized to use cationic treatment chemicals by your applicable EPA Regional Office in advance of filing your NOI*?

YES NO

If you have been authorized to use cationic treatment chemicals by your applicable EPA Regional Office, attach a copy of your authorization letter and include documentation of the appropriate controls and implementation procedures designed to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards.

Please indicate the treatment chemicals that you will use:

* Note: You are ineligible for coverage under this permit unless you notify your applicable EPA Regional Office in advance and the EPA office authorizes coverage under this permit after you have included appropriate controls and implementation procedures designed to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards.

VII. Stormwater Pollution Prevention Plan (SWPPP) Information

Has the SWPPP been prepared in advance of filing this NOI? YES NO

SWPPP Contact Information:

First Name, Middle Initial, Last Name: [Grid]

Organization Name: [Grid]

Phone: [Grid] - [Grid] - [Grid] Ext. [Grid] Fax (optional): [Grid] - [Grid] - [Grid]

E-mail: [Grid]

VIII. Endangered Species Protection

Using the instructions in Appendix D of the CGP, under which criterion listed in Appendix D are you eligible for coverage under this permit (only check 1 box)?

A B C D E F

Provide a brief summary of the basis for criterion selection listed in Appendix D (e.g., communication with U.S. Fish and Wildlife Service or National Marine Fisheries Service, specific study):

If you select criterion B, provide the Tracking Number from the other operator's notification of authorization under this permit: [Grid]

If you select criterion C, you must attach a copy of your site map (see Part 7.2.6 of the permit), and you must answer the following questions:

What federally-listed species or federally-designated critical habitat are located in your "action area":

What is the distance between your site and the listed species or critical habitat (miles):

If you select criterion D, E, or F, attach copies of any letters or other communications between you and the U.S. Fish and Wildlife Service or National Marine Fisheries Service.

IX. Historic Preservation

Are you installing any stormwater controls as described in Appendix E that require subsurface earth disturbance? (Appendix E, Step 1) YES NO

If yes, have prior surveys or evaluations conducted on the site have already determined historic properties do not exist, or that prior disturbances have precluded the existence of historic properties? (Appendix E, Step 2) YES NO

If no, have you determined that your installation of subsurface earth-disturbing stormwater controls will have no effect on historic properties? (Appendix E, Step 3) YES NO

If no, did the SHPO, THPO, or other tribal representative (whichever applies) respond to you within the 15 calendar days to indicate whether the subsurface earth disturbances caused by the installation of stormwater controls affect historic properties? (Appendix E, Step 4) YES NO

If yes, describe the nature of their response:

- Written indication that adverse effects to historic properties from the installation of stormwater controls can be mitigated by agreed upon actions
- No agreement has been reached regarding measures to mitigate effects to historic properties from the installation of stormwater controls
- Other:

X. Certification Information

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 gathered and evaluated 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 the possibility of fine and imprisonment for knowing violations.

First Name, Middle Initial, Last Name:

Title:

Signature: _____

Date: / /

Email:

Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity Under an NPDES General Permit

NPDES Form Date (2/16)

This Form Replaces Form 3510-9 (11/08)

Form Approved OMB No. 2040-0004

Who Must File an NOI Form

Under the provisions of the Clean Water Act, as amended (33 U.S.C. 1251 et. seq.; the Act), federal law prohibits stormwater discharges from certain construction activities to waters of the U.S. unless that discharge is covered under a National Pollutant Discharge Elimination System (NPDES) permit. Operator of construction sites where one or more acres are disturbed, smaller sites that are part of a larger common plan of development or sale where there is a cumulative disturbance of at least one acre, or any other site specifically designated by the Director, must submit an NOI to obtain coverage under an NPDES general permit. Each person, firm, public organization, or any other entity that meets either of the following criteria must file this form: (1) they have operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or (2) they have day-to-day operational control of those activities at the project necessary to ensure compliance with the permit conditions. If you have questions about whether you need a NPDES stormwater permit, or if you need information to determine whether EPA or your state agency is the permitting authority, refer to <https://www.epa.gov/npdes/stormwater-discharges-construction-activities> or telephone EPA's NOI Processing Center at (866) 352-7755.

Completing the Form

Obtain and read a copy of the 2012 Construction General Permit, viewable at www.epa.gov/npdes/stormwater-discharges-construction-activities. To complete this form, type or print uppercase letters, in the appropriate areas only. Please place each character between the marks (abbreviate if necessary to stay within the number of characters allowed for each item). Use one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response. If you have any questions on this form, refer to www.epa.gov/npdes/stormwater-discharges-construction-activities or telephone EPA's NOI Processing Center at (866) 352-7755. Please submit the original document with signature in ink - do not send a photocopied signature.

Section I. Approval to Use Paper NOI Form

You must indicate whether you have been given approval by the EPA Regional Office to use a paper NOI. Note that you are not authorized to use this paper NOI form unless the Regional Office has approved its use. Verbal approval from the Regional Office is sufficient. Where you have obtained approval to use this form, indicate the reason you need to use this form, the name of the EPA Regional Office staff person who provided approval for use of this form, and the date that approval was provided. See www.epa.gov/npdes/contact-us-stormwater#regional for a list of EPA Regional Office contacts.

Section II. Permit Number

Provide the number of the permit under which you are applying for coverage (see Appendix B of the general permit for the list of eligible permit numbers).

Section III. Operator Information

Provide the legal name of the person, firm, public organization, or any other entity that operates the project described in this application. Refer to Appendix A of the permit for the definition of "operator". Provide the employer identification number (EIN from the Internal Revenue Service; IRS), also commonly referred to as your taxpayer ID. If the applicant does not have an EIN

enter "NA" in the space provided. Also provide a point of contact, the operator's mailing address, telephone number, fax number (optional) and e-mail address (to be notified via e-mail of NOI approval when available). Correspondence for the NOI will be sent to this address.

If the NOI was prepared by someone other than the certifier (for example, if the NOI was prepared by the facility SWPPP contact or a consultant for the certifier's signature), include the full name, organization, phone number and email address of the NOI preparer.

Section IV. Project/Site Information

Enter the official or legal name and complete street address, including city, state, zip code, and county or similar government subdivision of the project or site. If the project or site lacks a street address, indicate the general location of the site (e.g., Intersection of State Highways 61 and 34). Complete site information must be provided for permit coverage to be granted.

Provide the latitude and longitude of your facility either in degrees, minutes, seconds; degrees, minutes, decimal; or degrees decimal format. The latitude and longitude of your facility can be determined in several different ways, including through the use of global positioning system (GPS) receivers, U.S. Geological Survey (U.S.G.S.) topographic or quadrangle maps, and EPA's web-based siting tools, among others. Refer to www.epa.gov/npdes/stormwater/cgp for further guidance on the use of these methodologies. For consistency, EPA requests that measurements be taken from the approximate center of the construction site. Applicants must specify which method they used to determine latitude and longitude. If a U.S.G.S. topographic map is used, applicants are required to specify the scale of the map used. If known, enter the horizontal reference datum for your latitude and longitude. The horizontal reference datum used on USGS topographic maps is shown on the bottom left corner of USGS topographic maps; it is also available for GPS receivers. If you use EPA's web siting tool, or if you are unsure of the horizontal reference datum for your site, please check the "unknown" box.

Indicate whether the project is in Indian country lands or located on a property of religious or cultural significance to an Indian tribe, and if so, provide the name of the Indian tribe associated with the area of Indian country (including name of Indian reservation, if applicable), or if not in Indian country, provide the name of the Indian tribe associated with the property.

Indicate whether you are seeking coverage under this permit as a "federal operator" as defined in Appendix A.

Enter the estimated construction start and completion dates using four digits for the year (i.e., 10/06/2012). Indicate to the nearest quarter acre the estimated area to be disturbed.

Indicate whether earth-disturbing activities have already commenced on your project/site. If earth-disturbing activities have commenced on your site because stormwater discharges from the site have been previously covered under a NPDES permit, you must provide the CGP Tracking Number or the NPDES permit number if coverage was under an individual permit.

Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity Under an NPDES General Permit

NPDES Form Date (2/16)

This Form Replaces Form 3510-9 (11/08)

Form Approved OMB No. 2040-0004

Section V. Discharge Information

Indicate whether discharges from the site will enter into a municipal separate storm sewer system (MS4), as defined in Appendix A.

Also, indicate whether any surface waters (as defined in Appendix A) exist either on or within 50 feet from your site. Note that if "yes", you are required to comply with the requirement in Part 2.1.2.1 of the permit to provide natural buffers or equivalent sediment controls.

You must specify the names of any surface waters that receive stormwater directly from your site and/or from the MS4 to which you discharge. You must also specify the names of any surface waters that you discharge to that are listed as "impaired" as defined in Appendix A, including any waters for which there is an approved or established TMDL, and the pollutants for which the water is impaired or for which there is a TMDL. This information will be used to determine if the site discharges to an impaired waterbody, which triggers additional requirements in Part 3.2.2 of the permit. Applicants must specify which method they used to determine whether or not their site discharges to impaired waters. Also, if a TMDL has been approved or established, identify the title or reference of the TMDL document.

Indicate whether discharges from the site will enter into a surface water that is designated as a Tier 2, Tier 2.5, or Tier 3 water. A list of Tier 2, 2.5, and 3 waters is provided as Appendix F. If the answer is "yes", name all waters designated as Tier 2, Tier 2.5, or Tier 3 to which the site will discharge.

Section VI. Chemical Treatment Information

Indicate whether the site will use polymers, flocculants, or other treatment chemicals. Indicate whether the site will employ cationic treatment chemicals. If the answer is "yes" to either question, indicate which chemical(s) you will use. Note that you are not eligible for coverage under this permit to use cationic treatment chemicals unless you notify your applicable EPA Regional Office in advance and the EPA office authorizes coverage under this permit after you have included appropriate controls and implementation procedures designed to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards. If you have been authorized to use cationic treatment chemicals by your applicable EPA Regional Office, attach a copy of your authorization letter and include documentation of the appropriate controls and implementation procedures designed to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards. Examples of cationic treatment chemicals include, but are not limited to, cationic polyacrylamide (C-PAM), PolyDADMAC (POLYDIALLYLDIMETHYLAMMONIUM CHLORIDE), and chitosan.

Section VII. Stormwater Pollution Prevention Plan (SWPPP) Information

All sites eligible for coverage under this permit are required to prepare a SWPPP in advance of filing the NOI, in accordance with Part 7. Indicate whether the SWPPP has been prepared in advance of filing the NOI.

Indicate the street, city, state, and zip code where the SWPPP can be found. Indicate the contact information (name, organization, phone, fax (optional), and email) for the person who developed the SWPPP for this project.

Section VIII. Endangered Species Information

Using the instructions in Appendix D, indicate under which criterion (i.e., A, B, C, D, E, or F) of the permit the applicant is eligible with regard to protection of federally listed endangered and threatened species and designated critical habitat. A description of the basis for the criterion selected must also be provided.

If criterion B is selected, provide the Tracking Number for the other operator who had previously certified their eligibility under criterion A, C, D, E, or F. The Tracking Number was assigned when the operator received coverage under this permit, and is included in the notice of authorization.

If criterion C is selected, you must attach copies of your site map. See Part 7.2.6 of the permit for information about what is required to be in your site map. You must also specify the federally-listed species or federally-designated critical habitat that are located in the "action area" of the project, and provide the distance between the construction site and any listed endangered species or their critical habitat.

If criterion D, E, or F is selected, attach copies of any communications between you and the U.S. Fish and Wildlife Service and National Marine Fisheries Service.

Section IX. Historic Preservation

Use the instructions in Appendix E to complete the questions on the NOI form regarding historic preservation.

Section X. Certification Information

All applications, including NOIs, must be signed as follows:

For a corporation: By a responsible corporate officer. For the purpose of this Section, a responsible corporate officer means:

(i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or

For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this Part, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA). Include the name and title of the person signing the form and the date of signing. An unsigned or

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Construction Activity Under an NPDES General Permit**

NPDES Form Date (2/16)

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Form Approved OMB No. 2040-0004

undated NOI form will not be considered eligible for permit coverage.

Modifying Your NOI

If after submitting your NOI you need to correct or update any fields on this NOI form, you may do so by submitting a paper modification form, which you can obtain at the following link: http://www.epa.gov/npdes/pubs/cgp_modify.pdf

Paperwork Reduction Act Notice

Public reporting burden for this application is estimated to average 3.7 hours. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding the burden estimate, any other aspect of the collection of information, or suggestions for improving this form, including any suggestions which may increase or reduce this burden to: Chief, Information Policy Branch 2136, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460. Include the OMB control number on any correspondence. Do not send the completed form to this address.

Submitting Your Form

Submit your NOI form by mail to one of the following addresses:

For Regular U.S. Mail Delivery:

Stormwater Notice Processing Center
Mail Code 4203M
U.S. EPA
1200 Pennsylvania Avenue, NW
Washington, DC 20460

For Overnight/Express Mail Delivery:

Stormwater Notice Processing Center
EPA East Building - Room 7420
U.S. EPA
1201 Constitution Avenue, NW
Washington, DC 20004

Visit this website for instructions on how to submit electronically:

www.epa.gov/npdes/stormwater-discharges-construction-activities#ereporting