

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

Part 1.5.2 requires you to use the electronic NOI system, or "eNOI" system, to prepare and submit your NOI. However, where your EPA Regional Office specifically authorizes you to use a paper NOI form, you are required to complete and submit the following form.

What is the latitude and longitude of your discharge point(s)? (Use one of three possible formats, and specify method)

	Latitude	Longitude
Discharge Point 1:	1. ____° ____' ____" N (degrees, minutes, seconds) 2. ____° ____' ____" N (degrees, minutes, decimal) 3. ____° ____' ____" N (degrees decimal)	1. ____° ____' ____" N (degrees, minutes, seconds) 2. ____° ____' ____" N (degrees, minutes, decimal) 3. ____° ____' ____" N (degrees decimal)
Discharge Point 2:	1. ____° ____' ____" N (degrees, minutes, seconds) 2. ____° ____' ____" N (degrees, minutes, decimal) 3. ____° ____' ____" N (degrees decimal)	1. ____° ____' ____" N (degrees, minutes, seconds) 2. ____° ____' ____" N (degrees, minutes, decimal) 3. ____° ____' ____" N (degrees decimal)
Discharge Point 3:	1. ____° ____' ____" N (degrees, minutes, seconds) 2. ____° ____' ____" N (degrees, minutes, decimal) 3. ____° ____' ____" N (degrees decimal)	1. ____° ____' ____" N (degrees, minutes, seconds) 2. ____° ____' ____" N (degrees, minutes, decimal) 3. ____° ____' ____" N (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? _____

Do you discharge to a water of the U.S. that is impaired? YES NO

If "yes", provide the following information for any impaired waters of the U.S. to which you discharge. (Attach an additional list if necessary).

List the names of the impaired waters of the U.S. to which you discharge:	Lists all pollutant(s) causing the impairment(s):	Has a TMDL been completed for the pollutant(s) causing the impairment?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

If a TMDL has been approved or established, identify the title or reference of the TMDL document: _____

High Quality Waters:

Are any of your discharges into any portion of a receiving water 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) as a Tier 3 water (Outstanding Natural Resource Water)? (See Appendix F.)

YES NO

If yes, name(s) of receiving water(s) designated as Tier 2, Tier 2.5 or Tier 3: _____

V. Buffer Information

Do any waters of the U.S. exist within or immediately adjacent to your site? YES NO

If "yes", will you provide a 50-foot, naturally vegetated buffer separating your construction activities from the edge of these waters? YES NO

If "no", can your project be characterized as construction of any of the following:

- 1. Water crossings authorized under a CWA Part 404 permit for water lines, sewer lines, utility lines, and roadways: YES NO
- 2. Water-dependent structures and water access areas (piers, boat ramps, etc.) approved under a CWA Part 404 permit: YES NO
- 3. Development of a site where no naturally vegetated buffer area exists due to prior disturbances: YES NO

If "no" (to whether you will provide a 50-foot natural vegetated buffer), and your project does not involve either of the above types of construction, provide the following information:

1. The width of the naturally-vegetated buffer to be retained at your site:  feet

2. Describe the controls you will use to treat stormwater discharges on your site to achieve the equivalent sediment reduction of the 50-foot buffer:

VI. Chemical Treatment Information

Will you employ sediment controls enhanced with polymers, flocculants, or other treatment chemicals at your construction site? YES NO

If yes, select any of the following types of polymers, flocculants, or other treatment chemicals that will be used on-site:

- Polyacrylamide (PAM)
- Chitosan acetate
- Chitosan lactate
- Alum
- Polyaluminum chloride
- Gypsum
- DADMAC (polydiallyldimethylammonium chloride)
- Other: _____

VII. Stormwater Pollution Prevention Plan (SWPPP) Information

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

Location of SWPPP for Viewing: Address in Section II Address in Section III Other (Provide address for viewing below)

SWPPP Location:

Street/Location: _____

City: _____

State: _____

Zip Code: _____ - _____

SWPPP Contact Information (if different than that in Section II):

Name: _____

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

E-mail: _____

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?

- A B C D E F

If you select criterion E from Appendix C:

What federally-listed species or federally-designated critical habitat are in your "action area?" _____

What is the distance between your "action area" and the listed species or critical habitat (miles): _____

On what basis did you make the determination that your discharge is not likely to adversely affect any listed species or critical habitat? (e.g., communication with U.S. Fish and Wildlife Service or National Marine Fisheries Service, specific study) _____

IX. Historic Preservation

Using the instructions in Appendix E of the CGP, under which criterion listed in Appendix E are you eligible for coverage under this permit?

- A B C D

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.

Print 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 (6/11)

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

Form Approved OMB Nos. 2040-XXXX and 2040-XXXX

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 storm water 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(s) 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 SWPPP requirements or other permit conditions. If you have questions about whether you need an NPDES storm water permit, or if you need information to determine whether EPA or your state agency is the permitting authority, refer to www.epa.gov/npdes/stormwater/cgp or telephone the Storm Water Notice Processing Center at (866) 352-7755.

Where to File NOI Form

Completed NOI forms must be sent to the Regional EPA Office corresponding to the area where your construction site is located. The following is a list of Regional Office addresses:

Region 1: Connecticut, Massachusetts, and New Hampshire, Rhode Island, Vermont.

U.S. EPA Region 1
Office of Ecosystem Protection
One Congress Street – CIP
Boston, MA 02114

Region 2: New Jersey, New York, Puerto Rico, and Virgin Islands.

For Puerto Rico and the Virgin Islands:
U.S. EPA Region 2
Caribbean Environmental Protection Division
Environmental Management Branch
Centro Europa Building
1492 Ponce de Leon Avenue, Suite 417
San Juan, PR 00907-4127

For New Jersey and New York:
U.S. EPA Region 2
Division of Environmental Planning and Protection
290 Broadway
New York, NY 10007-1866

Region 3: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia.

U.S. EPA Region 3
Water Protection Division (3WP40)
Stormwater Coordinator
1650 Arch Street
Philadelphia, PA 19103

Region 4: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee.

U.S. EPA Region 4
Clean Water Act Enforcement Section
Water Programs Enforcement Branch
Water Management Division
Atlanta Federal Center
61 Forsyth Street SW
Atlanta, GA 30303

Region 5: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.

U.S. EPA Region 5
Water Division
NPDES Programs Branch
77 W. Jackson Blvd.
Mail Code WN16J
Chicago, IL 60604

Region 6: Arkansas, Louisiana, Oklahoma, Texas, and New Mexico (except see Region 9 for Navajo lands, and see Region 8 for Ute Mountain Reservation lands).

U.S. EPA Region 6
Stormwater Coordinator
Compliance Assurance and Enforcement Division (6EN-WC)
EPA SW MSGP
P.O. Box 50625
Dallas, TX 75205

Region 7: Iowa, Kansas, Missouri, Nebraska.

U.S. EPA - Region 7
901 N. 5th Street
Kansas City, KS 66101

Region 8: Colorado, Montana, North Dakota, South Dakota, Wyoming, Utah (except see Region 9 for Goshute Reservation and Navajo Reservation lands), the Ute Mountain Reservation in New Mexico, and the Pine Ridge Reservation in Nebraska.

U.S. EPA Region 8
Stormwater Coordinator (8P-W-P)
999 18th Street, Suite 300
Denver, CO 80202-2466

Region 9: Arizona, California, Hawaii, Nevada, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Goshute Reservation in Utah and Nevada, the Navajo Reservation in Utah, New Mexico, and Arizona, the Duck Valley Reservation in Idaho, Fort McDermitt Reservation in Oregon.

U.S. EPA Region 9
Water Management Division, WTR-5
Stormwater Coordinator
75 Hawthorne Street
San Francisco, CA 94105

Region 10: Alaska, Idaho, Oregon (except see Region 9 for Fort McDermitt Reservation), Washington.

U.S. EPA Region 10
Office of Water and Watersheds OWW-130
Stormwater Coordinator
1200 6th Avenue
Seattle, WA 98101

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Completing the Form

Obtain and read a copy of the 2011 Construction General Permit, viewable at www.epa.gov/npdes/stormwater/cgp. 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/cgp or telephone the Storm Water Notice Processing Center at (866) 352-7755. Please submit original document with signature in ink. do not send a photocopied signature.

Section I. 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 II. Operator Information

Provide the legal name of the person, firm, public organization, or any other entity that operates the project described in this application. An operator of a project is a legal entity that controls at least a portion of site operations and is not necessarily the site manager. 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 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.

Section III. 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.

Indicate whether stormwater discharges from the site has been previously covered under an NPDES permit, and if "yes", provide the CGP Tracking Number or the NPDES permit number, if coverage was under an individual permit.

Indicate whether the applicant is a "secondary operator", as defined in Part 1.5.3.7, on a site at which a "primary operator", as defined in Part 1.5.3.6, is already covered under the 2011 CGP for discharges under this permit. If the answer is "yes", provide the Tracking number that EPA provided to the "primary operator" upon notification of permit coverage.

Indicate whether the applicant is an operator of an "emergency-related project" as defined in Part 1.5.3.5. If the answer is "yes", provide the date on which construction associated with the project commenced using four digits for the year (i.e., 10/06/2011).

Indicate if the construction project is taking place on a Federal facility as defined in Appendix A.

Indicate whether the project is in Indian country, and if so, provide the name of the Reservation. If the project is in Indian Country Lands that are not part of a Reservation, indicate "not applicable" in the space provided.

Enter the estimated construction start and completion dates using four digits for the year (i.e., 10/06/2010). Enter the estimated total area of the property on which the construction activities are occurring. Enter the estimated area to be disturbed including but not limited to: grubbing, excavation, grading, and utilities and infrastructure installation. Indicate to the nearest quarter acre. Note: 1 acre = 43,560 sq. ft.

Provide estimates of the total area of the site (to the nearest quarter acre), and the total area to be disturbed during the project (to the nearest quarter acre). This information will be used to determine whether you are required to comply with the numeric turbidity limit and associated requirements in Part 3.

Section IV. Discharge Information

Indicate whether discharges from the site will enter into a municipal separate storm sewer system (MS4), as defined in Appendix A. If the answer is "yes", provide the name of the MS4 operator, as well as contact information for this operator. The applicant must also provide the latitude and longitude of the MS4 outfall(s) where discharges from your facility will be discharged to waters of the U.S. This information will be used to determine if the site discharges to an impaired waterbody, which triggers additional requirements in Part 4.2.2 of the permit. The applicant can provide the latitude and longitude of the outfall(s) either in degrees, minutes, seconds; degrees, minutes, decimal; or 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. 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.

For those sites that do not discharge to an MS4, specify the latitude and longitude of all discharge points from the site. This information will be used to determine if the site discharges to an impaired waterbody, which triggers additional requirements in Part 4.2.2 of the permit. The applicant can provide the latitude and longitude of the outfall(s) either in degrees, minutes, seconds; degrees, minutes, decimal; or 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. 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 the operator chooses to determine whether his/her site discharges to an impaired water based on other information, such as local mapping information and consultations with applicable state or tribal agencies, the operator must complete the information in the Impaired Waters section. Describe the method used to determine whether or not the site discharges to an impaired water. Specify the latitude and longitude of all discharge points from the site. The applicant can provide the latitude and longitude of the outfall(s) either in degrees, minutes, seconds; degrees, minutes, decimal; or 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. Applicants must specify which method they used to determine latitude and longitude. If a U.S.G.S. topographic map

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is used, applicants are required to specify the scale of the map used. Next, indicate whether according to the information used the operator discharges to an impaired water. If the answer is "yes", complete the table, which requires information on the name of the impaired water, the pollutants for which it is impaired, and whether a TMDL has been approved or established for the impairment. If a TMDL has been approved or established, identify the title or reference of the document.

In the High Quality Waters section, indicate whether discharges from the site will enter into a water of the U.S. 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 the waters designated as Tier 2 or Tier 2.5 to which the site will discharge.

Section V. Buffer Information

Indicate whether any waters of the U.S. exist within or immediately adjacent to your site. If the answer is "yes", indicate whether you have elected to comply with the buffer requirement in Part 2.1.2 by providing a 50-foot buffer of undisturbed natural vegetation between the disturbed portions of your site and any waters of the U.S. If the answer is "no", indicate whether your project can be characterized as a water crossing authorized under Clean Water Act Section 404 for water lines, sewer lines, utility lines, or roadways; a water-dependent structure or water access area, such as pier or boat ramp, approved under Clean Water Act Section 404, or a development of a site where no naturally vegetated buffer exists due to prior disturbances. If your site fits none of these descriptions, and you will not be providing a 50-foot buffer, (1) indicate the width of the naturally vegetated buffer to be retained, and (2) describe the controls you will use to treat stormwater discharges on your site to achieve the equivalent sediment load reduction from a 50-foot buffer. Refer to Appendix M to determine your area's predicted sediment removal efficiency from a 50-foot buffer.

Section VI. Chemical Treatment Information

Indicate whether the site will employ sediment controls enhanced with polymers, flocculants, or other treatment chemicals. If the answer is "yes", indicate which chemical you will use.

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 8. Indicate whether the SWPPP has been prepared in advance of filing the NOI.

Indicate the location of the SWPPP for viewing by the public. Specifically, indicate whether the SWPPP is located at the operator's address, the site address (if different), or another location. If it is another location, specify that location.

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

Section IX. Endangered Species Information

Indicate for 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. See Appendix D.

If you criterion E is selected, provide a list of the federally-listed species or federally-designated critical habitat in the "action area" of the project, the distance between your construction activities and any listed endangered species or their critical habitat, and your basis for

determining that your activities are not likely adversely affect those species and/or critical habitat.

Section X. Historic Preservation

Indicate for which criterion (i.e., A, B, C, D) of the permit the applicant is eligible with regard to the protection of historic properties. See Appendix E.

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

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 name, organization, phone number and email address of the NOI preparer.

Instructions for Completing EPA Form 3510-X

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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.

Visit this website for mailing instruction:

www.epa.gov/npdes/stormwater/mail

Visit this website for instructions on how to submit electronically:

www.epa.gov/npdes/stormwater/enoi