Division of Surface Water - *Instructions for Completing the Individual Lot Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage*

Who Must File an Individual Lot NOI Form

Federal law at 40 CFR Part 122 prohibits point source discharges of storm water associated with construction activity to a water body(ies) of the United States without a National Pollutant Discharge Elimination System (NPDES) permit. A contractor/builder that has such a storm water discharge must submit a NOI to obtain coverage under a NPDES construction general permit, unless the original owner/developer retains responsibility. If you have questions about whether you need a permit under the NPDES storm water program or if you have questions regarding the completion of this form, contact Michael Joseph of the Ohio EPA Storm Water Unit at (614) 752-0782.

Where to File an Individual Lot NOI Form

Individual Lot NOIs must be sent to the following address:

Ohio Environmental Protection Agency
DSW - General Permit Program
P.O. Box 1049
Columbus, OH 43216-1049

Completing the Form

Please complete the fill-in form on-line at www.epa.ohio.gov/dsw/storm/index.aspx or print legibly. Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item.

Section I - Applicant Information/Mailing Address

Give the legal name of the person, firm, public organization, or any other entity that is performing the construction of the site. The responsible party is the legal entity that controls the site rather than the job site supervisor. Do not us a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES requirements. Enter the complete address and telephone number of the applicant (provide phone number as: area code exchange number). Correspondence will be mailed to this address.

Section II - Site Location Information

Enter the official or legal name of the site and complete address, including city, state, zip code and county. If the site lacks a street address, indicate the state and latitude and longitude of the facility to the nearest 15 seconds (provide coordinates as: (degrees) (minutes) (seconds) using 2 digits in each space) of the approximate center of the site.

Section III - Construction Activity Information

Enter the project start date, estimated completion date, and the disturbed acreage for each lot. Provide dates as month day year using two digits for the month and day and four digits for the year (example: October 1, 1993 would be 10 01 1993).

Section IV - Certification

Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows.

For a corporation; by a responsible corporate officer, which means: (1) 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 (2) 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; or

For a municipality, state, federal, or other public facility; by either a principal executive officer or ranking elected official

General

This form has been designed to be read by an optical scanner. Therefore all responses must be typewritten in the spaces provided. Do not fold, staple, or use correction fluid on this form. Forms transmitted by FAX will not be accepted. Incomplete forms will be returned to the applicant for resubmittal.