**Instructions** - Notice of Intent (NOI) Application form
For Requesting Coverage Under An Ohio Environmental Protection Agency General Permit

**** IMPORTANT****

**DO NOT COMPLETE THE NOI WITHOUT FIRST READING THESE INSTRUCTIONS.**

## What is a NOI Application Form?

NOI stands for Notice of Intent. It is a one-page application form to request initial coverage or to renew coverage under a general permit. The applicant must certify their intention to comply with a general permit by submitting a complete NOI. The application shall be submitted to Ohio EPA's Central Office.

## Who Must File a NOI Application Form?

Any discharge of water, with certain exceptions for storm water, from a point source must be covered by a permit from Ohio EPA. Federal regulations at 40 CFR 122 and the Ohio Revised Code at section 6111.04 prohibit point source discharges to waters of the state without first obtaining a National Pollutant Discharge Elimination System (NPDES) permit. This includes point source discharges of storm water associated with industrial and construction activity and certain municipal separate storm sewer systems (MS4s).

There are two types of NPDES permits; 1) individual permits and 2) general permits. A facility with a discharge must apply for one of these permits using either this NOI application form (for general permit coverage, assuming a general permit exists for the type of discharge) **OR** Form 1 and the appropriate supplementary forms (for an individual permit, which can be written for any type of discharge). If a facility applies for coverage under a general permit, and if all of the eligibility requirements of the general permit are not met, the facility will be required to submit an application for an individual permit. If a facility is eligible to be covered under the general permit and has additional waste streams that are not covered by the general permit, it is preferred that all discharges be covered by one permit (i.e., the individual permit).

Each applicant must meet the requirements found in the general permits regarding eligibility and applicability. **Do not** submit the NOI application form unless you meet **all** of those requirements.

These instructions may be used for coverage under the following general permits. Please note that these names are shortened versions of the actual names on the general permits.

| General Permit Authorization to Discharge: | General Permit Number: |
|---|---|
| 1. Coal Surface Mining Activities | OHM000003 |
| 2. Construction Site Storm Water | OHC000003 |
| 3. Construction Site SW - Big Darby Cr Watershed | OHCD00002 |
| 4. Construction Site SW - Olentangy R Watershed | OHCO00001 |
| 5. Geothermal System Discharges | OHO000001 |
| 6. Hydrostatic Test Water | OHH000002 |
| 7. Marina Storm Water | OHRM00001 |
| 8. Non-contact Cooling Water | OHN000004 |
| 9. Bulk Fuel Storage Facilities | OHB000002 |
| 10. Petroleum-related Corrective Actions | OHU000005 |

| | |
|---|---|
| 11. Small MS4 | OHQ000002 |
| 12. Small Sanitary Dischargers | OHS000003 |
| 13. Small Sanitary Dischargers (not BADCT) | OHV000002 |
| 14. Temporary Wastewater Discharges | OHT000002 |
| 15. Water Treatment Plants | OHW000003 |

**Where to file NOI Application Form**

NOIs must be sent to the following address:

Ohio Environmental Protection Agency
Office of Fiscal Administration
P.O. Box 1049
Columbus, OH 43216-1049

**** IMPORTANT ****

**Responses must be typewritten or printed legibly in the spaces provided. NOIs transmitted by FAX will not be accepted. Incomplete NOI application forms, including those submitted without the application fee, will be returned to the applicant for resubmission.**

**Completing the Form**

All responses must be typewritten or printed legibly in the appropriate areas only. Please place each character slightly above the appropriate line on the NOI application form. If necessary, abbreviate to stay within the space allowed for each item. Use only one space for breaks between words. If the requested information does not apply to your facility, leave it blank. Do not include any symbols or punctuation marks unless otherwise noted in these instructions. Each NOI application form must be accompanied by a check for payment of the proper application fee. **Be sure to read the instructions printed at the top of NOI application form before completing the form.**

**I. Applicant Information/Mailing Address**

**Company Name:** Fill in the legal name of the firm, person, public organization, or other entity that operates the facility or site described in this application. The name of the operator may or may not be the same as the facility. The company name is the name of the responsible party that is the legal entity that controls the facility's operation rather than the plant or site manager. For construction activities, the responsible party is the operator (e.g., owner or general contractor).

**Mailing Address**: Enter the complete mailing address; including street address, city, state, and zip code. The permit and any correspondence will be mailed to this address.

**Contact Person**: Give the name of a contact person who is responsible for addressing NPDES requirements.

**Phone and Fax**: Provide the contact person's phone and fax numbers as: area code exchange numbers.

**E-Mail Address**: Enter the contact person's e-mail address, if available.

## II. Facility/Site Location Information

**Facility Name**: Enter the facility or site's official or legal name. The facility/site is the location of the operation and discharge to be covered by the general permit. Do not use a colloquial name.

**Facility Address/Location**: **Do NOT** enter P.O. Box numbers. Do **ONE** of the following:

1. Enter the facility's or site's complete physical address, including number and street, city/township, state, zip code, county, **OR**
2. If the facility lacks a street address, indicate the quarter, sections, county, township, and range (to the nearest quarter section) of the approximate center of the facility. If a site is located in more than one township and/or section, please list all townships/sections. The first listed township/section should be the one that contains the main entrance to the facility. (If there is not adequate space provided on the NOI form, please provide an additional sheet of paper with this information.)

**Facility Contact Person**: Give the name of the person who is responsible for the facility/site.

**Phone and Fax**: Provide facility contact person's phone and fax numbers as: area code exchange numbers.

**Facility Contact E-mail Address:** Provide the facility contact person's e-mail address, if available.

**Latitude/Longitude: Construction Activities** and **Coal Surface Mining Operations** must provide the latitude and longitude of their site on the NOI form. Your coordinates should be taken from the approximate center of the site. The latitude and longitude must be provided in decimal format (6 decimals) as indicated in the following example (i.e, Latitude: 39.958832, Longitude: -83.001022). These coordinates can be determined through the use of global positioning system (GPS) receivers and web-based tools. An example of a web-based tool to determine your site's latitude and longitude is Google Maps. Here are instructions for Google Maps:

1. Go to http://maps.google.com
2. Zoom the map to the location of your site.
3. Right-click on the map at the approximate center of your site.
4. Select "What's here?" from the context menu.
5. Left-click on the green arow. The latitude and longitude of your site will be displayed in the box.

**IN THE CASE OF CONSTRUCTION ACTIVITY**, attach an 8 1/2" x 11" site map to each NOI. The map shall clearly show the location of the project with its perimeter outlined and existing adjacent identifiable roads. The perimeter of the project are the boundaries that ground disturbance will occur within and for which a storm water pollution prevention plan has been developed. Provide the facility contact person and project name on the map.

**IN THE CASE OF COAL SURFACE MINING OPERATIONS**, attach to NOIs an 8 1/2" x 11" site map [using 7.5 min. United States Geological Survey (USGS) topo map]; the map shall clearly show the affected area and location of treatment ponds with outfalls labeled 001, 002, etc. Also, the map shall indicate whether the ponds are existing or proposed. The map shall be labeled with its USGS topo map name. For proposed ponds at new mine sites, the NOI will serve as a Permit-to-Install application. USGS maps are available from:

1. Map Distribution, US Geological Survey, Building 41, Box 25286, Federal Center, Denver, Colorado 80225;
2. Their website at http://mapping.usgs.gov
3. By calling USGS at 1 (888) ASK-USGS
4. Commercial map dealers, which would be listed in the phone book; or

5. A public library.

**Receiving Stream or MS4:** If a facility discharges directly to receiving water(s), enter the name of the receiving water. If the initial receiving water(s) does not have a name, then write as "unnamed tributary to" first subsequent water that has a name. It is important that the name of the receiving waterbody where the discharge directly goes is listed. If a facility discharges to more than one receiving stream, list all receiving streams (if necessary, attach a separate sheet of paper). An MS4 is defined as "a conveyance that is owned or operated by a state, city, town, township, county, district, association, or other public entity that is designed or used for collecting or conveying storm water." If you discharge storm water to an MS4, then enter the name of the operator of the municipal separate storm sewer system (MS4) (e.g. municipality name, county name,...).

## III. General Permit Information

**General Permit Number:** Enter the general permit number for which coverage is being sought (i.e. in the case of renewing coverage, do not use your current general permit number). The first two spaces of the number are "OH" and have already been placed on the NOI; fill in the remaining characters. Please refer to the above section entitled "Who Must File a NOI Form?" (front page of these instructions) for a list of general permit names and associated permit numbers. Do not enter any number in this space other than the general permit number for which coverage is being sought.

**Initial/Renewal Coverage:** The NOI form may be submitted to initiate first-time coverage under a general permit or to continue coverage under a renewed general permit. Place an "X" in the appropriate space.

**Type of Activity:** Enter the title of the general permit for which you are applying for coverage. Please refer to the above section entitled "Who Must File a NOI Form?" for a list of general permit names and numbers. Please note the names listed in that section are shortened versions of the actual names on the general permits.

1. Petroleum corrective actions: According to Part I.C.4. of this general permit, the applicant may request a waiver from the "limitations of coverage" if the applicant has an effluent monitoring requirement or limitation in their individual permit that is not in the applicable general permit. In order to request a waiver, enter "WAIVER REQUESTED" after the title of the general permit. Otherwise, as stated under Part I.C.2. of the permits, an applicant is not eligible for general permit coverage.

**SIC Code(s)**: Industrial applicants must list (excluding construction activity storm water discharges), in descending order of significance, up to four 4-digit standard industrial classification (SIC) codes that best describe the principal product or services provided at the facility identified in Section II of this application. For storm water discharges defined in 40 CFR 122.26(b)(14)(i)-(ix) and (xi) that do not have SIC codes that accurately describe the principal products produced or services provided, leave the space blank. SIC code numbers may be found in the "Standard Industrial Classification Manual" prepared by the Executive Office of the President, Office of Management and Budget. This text may be found in a public library or may be ordered from the US Government Printing Office, 200 North High Street, Columbus, Ohio 43215, (614) 469-6955. Another source is the following website provided by the Occupational Health and Safety Administration: http://www.osha.gov/oshstats/sicser.html

**Existing NPDES Permit Number(s)**: If the facility identified in Section II of this application has ever been issued an individual NPDES permit and/or general permit coverage(s), enter the (facility specific) permit number(s) here. In the case of an individual NPDES permit, give the permit number (e.g. 3IA00555*AD). In the case where general permit coverage is being renewed, it is *extremely important* to give the individual Ohio EPA general permit identification number assigned in the previous approval for coverage letter

received from Ohio EPA. Examples of such numbers are: 0GQ009876 (Small MS4) and 0GN009876 (non-contact cooling water).

**ODNR Coal Surface Mining Application Number**: For coal surface mining activity general permit applicants only. Enter the **O**hio **D**epartment of **N**atural **R**esources coal mining permit application number here. You must obtain this number from ODNR before submitting this application.

**Outfall:** This item does not apply to construction or small MS4 general permit applicants. List the numbers of the outfalls for which you desire permit coverage. Please enter the outfall numbers as three digits (e.g. 001, 002, etc.). If you have five or more outfalls, please list the additional outfalls on an additional sheet. An outfall is the point source discharge of wastewater leaving your site that will be entering a surface water body and does not enter a sewer system tributary to a publicly-owned sewage treatment plant. An outfall could be a pipe, ditch, channel, or other conveyance leaving your site.

**Design Flow**: This item does not apply to construction, small MS4, or coal surface mining general permit applicants. For the corresponding outfall, please indicate in **m**illion **g**allons per **d**ay (MGD) the average design flow of each outfall or each outfall's treatment system (e.g. 100,000 gallons per day (gpd) = 0.1 million gallons per day (MGD); in this case, enter 0.1 in the space provided). Facilities applying for coverage under the small sanitary general permit shall submit their design flow and an estimated sewage flow rate in gallons per day. The sewage flow rate should be estimated, using Attachment A., and entered on the NOI form on the line directly underneath the design flow.

**Effluent Table**: This item does not apply to construction, small MS4, or coal surface mining general permit applicants. Select the appropriate effluent table for each outfall to be covered under the general permit. For example, applicants seeking coverage under the small sanitary general permit (OHS000003) for a non-lagoon sanitary discharge greater than 5,000 gallons per day to the Ohio River should select TABLE III A. 2 from the drop-down list for the small sanitary permit.

**Latitude/Longitude:** This item does not apply to construction or small MS4 general permit applicants. Please indicate the latitude and longitude of the point of discharge (outfall). Provide coordinates as: degrees minutes seconds using 2 digits in each space; e.g. latitude 40 15 35, longitude 80 41 22; do not use symbols. You can follow the instructions provided above (see "Section II. Facility/Site Location Information, Latitude/Longitude on p. 3 of these instructions) to determine your outfall's coordinates.

**Other DSW Permits Required:** Identify other Division of Surface Water (DSW) permits that are either pending with DSW or for which you are aware that you need to apply for the facility/site identified on the NOI. This is of particular importance for construction storm water sites. For each type of permit (PTI, 401 Water Quality Certification, Isolated Wetland, Army Corps Nationwide, and Individual NPDES) indicate whether it's not applicable ("no") or applicable ("yes - approved", "yes - pending", "yes - yet to apply").

**Project Start/Completion Dates:** For construction activity and coal surface mining applicants, enter the project approximate start date and estimated completion date for the entire development plan or for final bond release. Provide dates as: month day year using two digits in each space (e.g. September 28, 1994 = 09 28 94); do not use symbols or letters. Applicants for coverage under the small sanitary discharger general permit should include the date that the facility commenced discharging in the space entitled "Project Start Date."

**Total Land Disturbance (Acres):** For construction activity and coal surface mining applicants only, provide an estimate of the total number of acres of land that will be disturbed during the life of the project. In the case of construction activity, the total area disturbed is to be addressed by the storm water pollution prevention plan which is to have been developed by the time the NOI is submitted to Ohio EPA. Disturbed land is land in

which vegetation has been cleared and soils are exposed to storm water.

**MS4 Drainage Area (square miles):** For MS4 general permit applicants only, provide, in square miles, the area served by the MS4. This information will be used to determine an MS4 operator's annual discharge fee (which will be due annually starting January 30, 2004). The fee is $100 per square mile of MS4 permitted with a maximum fee of $10,000 [per Ohio Revised Code 3745.11(L)(6)]. Ohio will send an annual notification regarding an MS4's specific fee prior to it being due.

## IV. Payment Information

A check made payable to "Treasurer, State of Ohio" must accompany all NOI applications. The check number, check amount, and check date must be on the NOI to ensure complete processing. Provide dates as: month day year using two digits in each space (e.g. September 28, 1994 = 09 28 94); do not use symbols. For the appropriate NOI application fee, see Attachment C below.

## Certification

Type or print the name and title of the person who will sign the form. Next, sign and date the form. Federal and State statutes provide for severe penalties for submitting false information on this application form. In the case of co-permittees, attach a separate sheet of paper re-stating the NOI certification statement and each co-permittee is to provide the individual's name, title, name of the entity represented, signature, and date. 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; respectively, or

For a municipality, state, or other public facility; by either a principal executive officer, the ranking elected official, or other duly authorized employee.

**For facilities applying for coverage under the Small Sanitary General permit attach, on a separate sheet of paper, a list of the parameters and limits included in the existing individual NPDES permit. Also, indicate the type of treatment used at the facility (extended aeration, lagoon (controlled or continuous discharge) etc.) and whether or not the facility has a requirement to be under the supervision of a certified operator.**

**Facilities applying for coverage under either small MS4 general permit are required to submit the original NOI and a copy of their storm water management program (SWMP) to Ohio EPA's Central Office, Office of Fiscal Administration, P.O. Box 1049, Columbus, Ohio 43216-1049 and a copy of the NOI and SWMP to the Ohio EPA at the appropriate district office, DSW - Storm Water (see page 10 for the appropriate district office and mailing address).**

**Operators applying for coverage under the Construction Activity Located within the Big Darby Creek Watershed general permit (OHCD00002) or Construction Activity Located within Portions of the Olentangy River Watershed general permit (OHCO00001) are required to include a copy of their storm water pollution prevention plan (SWPPP) with NOI submittal for approval at least 45 days prior to the commencement of construction activity.**

## Attachment A

### ESTIMATING SEWAGE FLOW RATE

These estimated flows are empirical and are intended for estimating average flow rates

| PLACE | ESTIMATED SEWAGE FLOW (Gallons Per Day) |
|---|---|
| Apartments | 250 one-bedroom<br>300 two- bedroom<br>350 three-bedroom |
| Assembly Halls[a] | 2 per seat |
| Beauty Shop, Styling Salon | 200 per basin |
| Bowling Alleys (no food service)[a] | 75 per lane |
| Churches (small)[a] | 3-5 per sanctuary seat |
| Churches (large with kitchen)[b] | 5-7 per sanctuary seat |
| Country Clubs | 50 per member |
| Dance Halls[a] | 2 per person |
| Doctors/Dentists | 75 per doctor<br>20 per employee<br>10 per patient |
| Drive-Inn Theaters | 5 per car space |
| Factories (no showers) | 25 per employee |
| Factories (with showers) | 35 per employee |
| Food Service Operations | |
| Ordinary Restaurant (not 24-hour) | 35 per seat at 400 ppm $BOD_5$ |
| 24-Hour Restaurant | 50 per seat at 400 ppm $BOD_5$ |
| Banquet Rooms | 5 per seat at 400 ppm $BOD_5$ |
| Restaurant Along Freeway | 100 per seat at 400 ppm $BOD_5$ |
| Tavern (very little food service) | 35 per seat at 400 ppm $BOD_5$ |
| Curb Service (drive-in) | 50 per car space at 400 ppm $BOD_5$ |
| Vending Machine Restaurants | 100 per seat at 200 ppm $BOD_5$ |
| Homes in Subdivision | 400 per dwelling |
| Hospitals (no resident personnel)[b] | 300 per bed |
| Institutions (residents)[b] | 100 per person |
| Non-Industrial Laundries (coin-operated) | 400 per standard size machine |
| Marinas (restrooms and showers only) | 15 per boat mooring/slip/dock |
| Migrant Labor Camps[c] | 50 per person |

| PLACE | ESTIMATED SEWAGE FLOW (Gallons Per Day) |
|---|---|
| Mobile Home Parks | 300 per mobile home space |
| Motels | 100 per unit |
| Nursing and Rest Homes[b] | 200 per patient at 300 ppm $BOD_5$<br>100 per resident employee<br>50 per non-resident employee |
| Office Buildings | 20 per employee |
| Recreational Vehicle Dumping Stations | Consult District Office |
| Recreational Vehicle Parks and Camps | Consult District Office |
| Retail Stores | 20 per employee |
| Schools — Elementary[b]<br>— High and Junior High[b] | 15 per pupil<br>20 per pupil |
| Service Stations | 1000 first bay or pump island<br>500 additional bay or pump island |
| Shopping Centers (no food service/laundries)[d] | 0.2 per sq.ft. of floor space |
| Swimming Pools (average)<br>(with hot water showers) | 3-5 per swimmer (design load)<br>5-7 per swimmer (design load) |
| Vacation Cottages | 50 per person |
| Veterinarians and Animal Hospitals[e] | 10 per run<br>10 per cage<br>20 per employee |
| Youth and Recreation Camps[b] | 50 per person |

[a] Food service waste not included.
[b] Food service waste included, but without garbage grinders.
[c] 20 gallons per day if vault latrine is used for toilet wastes.
[d] All laundries or other high flow or high strength uses.
[e] Assumes manual hosing and solids (food droppings, etc.) removal prior to hosing.

## Attachment B

Ohio Environmental Protection Agency

DISTRICT OFFICES

**CDO** **Central District Office**
50 West Town Street, Suite 700
Columbus, Ohio 43215
(614) 728-3778

**NEDO** **Northeast District Office**
2110 East Aurora Road
Twinsburg, Ohio 44087
(330) 963-1200

**NWDO** **Northwest District Office**
347 North Dunbridge Road
Bowling Green, Ohio 43402
(419) 352-8461

**SEDO** **Southeast District Office**
2195 Front Street
Logan, Ohio 43138
(740) 385-8501

**SWDO** **Southwest District Office**
401 East Fifth Street
Dayton, Ohio 45402
(937) 285-6357

## Attachment C

As of July 1, 2001, the industrial storm water NOI fee is $350. All construction storm water NOI fee is $200 plus $20 per whole disturbed acre (do not round-up) above 5 whole acres, with a maximum disturbed acreage fee of $300. Under this fee schedule, a site with twenty or more disturbed acres would pay the maximum fee of $500. These fees can be found in paragraph (S)(1) of Ohio Revised Code (ORC) Section 3745.11.

### *GENERAL PERMIT NOI FEES*

Industrial Storm Water NOI **Total Fee Due = $350.00**

All Construction Storm Water NOI Fees

| Disturbed Acreage | Base Fee | Additional Acreage Fee | Total Fee Due | |
|---|---|---|---|---|
| 1 - 5.99 acres | $200 | $0 | $200 | |
| 6 - 6.99 acres | 200 | 20 | 220 | |
| 7 - 7.99 acres | 200 | 40 | 240 | |
| 8 - 8.99 acres | 200 | 60 | 260 | |
| 9 - 9.99 acres | 200 | 80 | 280 | |
| 10 - 10.99 acres | 200 | 100 | 300 | |
| 11 - 11.99 acres | 200 | 120 | 320 | |
| 12 - 12.99 acres | 200 | 140 | 340 | |
| 13 - 13.99 acres | 200 | 160 | 360 | |
| 14 - 14.99 acres | 200 | 180 | 380 | |
| 15 - 15.99 acres | 200 | 200 | 400 | |
| 16 - 16.99 acres | 200 | 220 | 420 | |
| 17 - 17.99 acres | 200 | 240 | 440 | |
| 18 - 18.99 acres | 200 | 260 | 460 | |
| 19 - 19.99 acres | 200 | 280 | 480 | |
| 20 acres and up | 200 | 300 | 500 | **MAXIMUM FEE** |

All other NOIs **Total Fee Due = $200.00**