



Instructions for Completing the Ohio EPA Individual Lot Notice of Termination (NOT) Form to Terminate NPDES Construction Storm Water General Permit Coverage

Where to file the Individual Lot NOT form

Individual Lot NOT forms 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

All responses must be typewritten or printed legibly in the appropriate areas only. Forms transmitted by FAX will not be accepted. Complete all sections of the Individual Lot NOT form. Incomplete forms will be returned to the applicant for resubmittal.

Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item. Use one space for breaks between words but not for punctuation marks unless they are needed to clarify your response.

Section I - Permit Information

Circle the appropriate construction storm water general permit which coverage has been granted under and enter the existing facility NPDES general permit number assigned to the developer for which you are submitting this Individual Lot NOT. If you do not know the permit number, contact the Ohio EPA Storm Water Section at (614) 644-2001.

Section II - Owner/Applicant Information/Mailing Address

This information should appear on the Individual Lot NOT form as it appears on the Individual Lot Notice of Intent (NOI) application.

Give the legal name of the person, firm, public organization, or any other entity that operates the facility or site described in the application. Do not use a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES permit requirements. Enter the complete address and telephone number of the operator (provide phone number as: area code exchange number).

Section III - Facility/Site Location Information

This information should appear on the Individual Lot NOT form as it appears on the original Individual Lot NOI application.

Enter the facility's or site's contact person, official or legal name and complete address, including city, state, zip code, county, township, and section. If the facility lacks a street address, indicate the street name and approximate location.

Section IV - Reason for Termination

Indicate your reason for submitting this Individual Lot NOT by placing an "X" on the appropriate space. You may indicate more than one reason.

Section V - Individual Lot(s) with Coverage Being Terminated

Indicate each subplot number and the corresponding street address for each subplot where construction activities have been completed.

Section VI - Standard Certification

State the name of the person that signed the Individual Lot NOI application and have that person sign and date the Individual Lot NOT form to certify that construction activities have been completed.

Signatory Requirements

Federal statutes provide for severe penalties for submitting false information on the Individual Lot NOT 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