



# INSTRUCTIONS

## Notice Of Intent (NOI) For Permit Coverage Under the UPDES General Construction Permit (CGP) or Common Plan Permit

**Who Must File A Notice Of Intent (NOI) Form** State law at UAC R317-8-3.9 prohibits point source discharges of storm water from construction activities to a water body(ies) of the State without a Utah Pollutant Discharge Elimination System (UPDES) permit. The owner and the general contractor of a construction activity that has such a storm water discharge must submit a NOI to obtain coverage under the UPDES Storm Water General Permit. If you have questions about whether you need a permit under the UPDES Storm Water program, or if you need information as to whether a particular program is administered by EPA or a state agency, contact the storm water coordinator at (801) 536-4300.

**General Construction Permit (CGP) or Common Plan Permit** There are two permits to choose from to cover construction activity. The CGP covers any and all construction activity. The Common Plan Permit covers less than an acre projects that are residential. You must determine which permit applies and check the appropriate box at the top of the first page.

**Where To File NOI Form** The preferred method of submitting an NOI is electronically on-line at <https://secure.utah.gov/stormwater>. If the-line option is not available for you, you can submit a paper form (downloaded the NOI form from <https://deq.utah.gov/Permits/water/updes/stormwatercon.htm>) to the following address:

Department of Environmental Quality  
Division of Water Quality  
P.O. Box 144870  
Salt Lake City, UT 84114-4870

**Beginning of Coverage** Permit coverages are issued immediately after submitting an NOI with the permit fee. The permittee should be aware that though you may not have a permit in hand, if you have submitted a completed NOI with the permit fee you are covered by the conditions in the permit and will be expected to comply with permit conditions. You can print a copy of the CGP or Common Plan Permit from the DWQ web site (the second web page noted above).

**Permit Fees.** The permit fee is \$150.00 per year. The fee is paid on-line by VISA/MASTERCARD/echeck. Permit coverage will not be issued until the fee is paid.

**Length of Coverage:** Permit coverage starts the day that the NOI and fee is received at DWQ and expires a year from issuance. All permit coverages must be renewed within 60-days after the yearly expiration date, or be terminated with a notice of termination (NOT) before the expiration date. To terminate the permit the site must meet the permit conditions for final stabilization (see permit definitions), or must continue under a different permit holder. In most cases the DWQ or municipality of jurisdiction will perform a final inspection when the permittee submits a NOT. If the site passes the final inspection the permit is terminated.

The Storm Water General Permit for Construction Activities UTRC00000 will expire on June 30, 2019 – UTRH00000 expires on September 30, 2020. The Clean Water Act requires that all UPDES permits be renewed every 5 years. If a permit coverage extends beyond the expiration date of the permit, permit coverage must be renewed to continue coverage under the renewed permit that will subsequently be developed to continue the same or similar permit for construction activity.

**SECTION I - FACILITY OPERATOR INFORMATION** Supply the legal name(s) of the person(s), firm(s), public organization(s), or any other entity(ies) that qualifies as the owner of the project (see permit definitions). Do the same for the general contractor that conducts construction operations at the permitted site. The owner and the general contractor of the project may be the same.

Enter the complete address and telephone number of the owner and general contractor and a contact person and number for each. Enter the appropriate letter to indicate the legal STATUS of the OWNER/GENERAL CONTRACTOR of the project. **F = Federal M = Public (other than Fed or State) S = State P = Private**

**SECTION II - FACILITY/SITE LOCATION INFORMATION** Enter the project name or legal name and project number (if any) of the site and complete street address, including city, state and ZIP code. The latitude and longitude of the facility must be included to the approximate centroid of the site, and the method of how the Lat/Long was obtained.

If the facility is located in Indian Country, do not complete this NOI, instead submit an application for coverage under a storm water permit to EPA Region VIII except for facilities on the Navajo Reservation or on the Goshute Reservation

which should submit an application to EPA Region IX.

**SECTION III - SITE ACTIVITY INFORMATION** If the storm water discharges to a municipal separate storm sewer system (MS4), enter the name of the operator of the MS4 (e.g., the name of the City or County of jurisdiction) and the receiving water of the discharge from the MS4 if it is known (if it is not known look up the closest water body at <http://wq.deq.utah.gov> ).

**For Impaired Waters:** Go to <http://wq.deq.utah.gov> and identify and click on the water body that will receive the storm water discharge from the permitted site, on the map provided at the web site (zoom in for easier resolution). On the left hand side of the page you will see “20XX Assessment” depending on the year you refer to the web site (the assessment is done every 3 years). The 20XX Assessment will indicate if the water is impaired. If there is nothing after 20XX Assessment or the narrative after does not include the word “impaired”, your receiving water is not impaired.

**For High Quality Waters:** On the web page referred to in the paragraph above on the left hand side of the page you will see “Anti-Degradation Category”. Under **Anti-Degradation Category** you will see the category of the water body. Only categories 1 and 2 are high quality water bodies. Some waters may be both categories 1 and 3. If your water body is both category 1 and 3 it means the headwaters of your water body is within Forest Service boundaries, and because it is within Forest Service boundaries it is category 1. If your project is within Forest Service boundaries then your water body is category 1 and it is “high quality”. If your project is not within Forest Service boundaries then your water body is category 3 and is not “high quality”.

**SECTION IV – LISTING LOTS FOR SUBDIVISIONS** For the sake of tracking lots that are sold (if a developer chooses to sell lots to another party before the building construction for the lot is completed), and permitted under a different owner (which requires a different permit), developers must list lot numbers.

**SECTION V - TYPE OF CONSTRUCTION** Check each type of construction that applies to this application.

**SECTION VI - BEST MANAGEMENT PRACTICES** Check each type of best management practice that will be used to control storm water runoff at the job site.

**SECTION VII – GOOD HOUSEKEEPING PRACTICES** Check each type of good housekeeping practice that you will use on the site.

**SECTION VIII – ADDITIONAL** Provide an estimate of the total number of acres for the site and the acres for which soil will be disturbed (to the nearest hundredth of an acre). An email address is required of the best contact associated with the project for the communication needs.

**SECTION IX – CERTIFICATION** State statutes provide for severe penalties for submitting false information on this application form. State regulations require this application to be signed as follows:

*For a corporation:* by a responsible corporate officer, which means: (i) 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, or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), if 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.

**POLLUTION PREVENTION PLAN** A storm water pollution prevention plan (SWPP3) is required to be in hand before the NOI can be submitted. It is important to know SWPPP requirements (contained in the permit) even during the design portion of the project. A copy of the permit can be obtained from the Division of Water Quality’s storm water construction web site. Guidance material for developing a SWPPP can be obtained from the Division of Water Quality’s storm water construction web site.

**V. TYPE OF CONSTRUCTION (Check all that apply)**  
 1.  Residential    2.  Commercial    3.  Industrial    4.  Road    5.  Bridge    6.  Utility  
 7.  Contouring, Landscaping    8.  Pipeline    9.  Other (Please list) \_\_\_\_\_

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**VI. BEST MANAGEMENT PRACTICES**  
 Identify proposed Best Management Practices (BMPs) to reduce pollutants in storm water discharges (Check all that apply):  
 1.  Silt Fence/Straw Wattle/Perimeter Controls    2.  Sediment Pond    3.  Seeding/Preservation of Vegetation  
 4.  Mulching/Geotextiles    5.  Check Dams    6.  Structural Controls (Berms, Ditches, etc.)  
 7.  Other (Please list) \_\_\_\_\_

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**VII. GOOD HOUSEKEEPING PRACTICES**  
 Identify proposed Good Housekeeping Practices to reduce pollutants in storm water discharges (Check all that apply even if they apply only during a part of the construction time):  
 1.  Sanitary/Portable Toilet    2.  Washout Areas    3.  Construction Chemicals/Building Supplies Storage Area  
 4.  Garbage/Waste Disposal    5.  Non-Storm Water    6.  Track Out Controls    7.  Spill Control Measures

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**VIII. ADDITIONAL**  
 Estimated Area to be Disturbed (in Acres): \_\_\_\_\_ Total Area of Plot (in Acres): \_\_\_\_\_  
 A storm water pollution prevention plan has been prepared for this site and is to the best of my knowledge in Compliance with State and/or Local Sediment and Erosion Plans and Requirements.    Y     N   
 (A pollution prevention plan is required to be on hand before submittal of the NOI.)  
 Project Start Date: \_\_\\_\_\\_\_\_\_\_  
 Project End Date: \_\_\\_\_\\_\_\_\_\_  
 Enter the best e-mail address to contact the permittee: \_\_\_\_\_

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**IX. CERTIFICATION:** I certify under penalty of law that I have read and understand the Part 1 eligibility requirements for coverage under the general permit for storm water discharges from construction activities. I further certify that to the best of my knowledge, all discharges and BMPs that have been scheduled and detailed in a storm water pollution prevention plan will satisfy requirements of this permit. I understand that continued coverage under this storm water general permit is contingent upon maintaining eligibility as provided for in Part 1.

I also certify under penalty of law that this document and all attachments were prepared under the direction or supervision of those who have placed their signature(s) below, in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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.

Owner and Operator must sign below:

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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**Signature:** \_\_\_\_\_

**Amount of Permit Fee Enclosed: \$** \_\_\_\_\_