

***"HOW TO FILE A COMPLETE
NOTICE OF INTENT"***

For

NPDES General Permit No.1
for "Storm Water Discharge
Associated With Industrial Activity"

or

NPDES General Permit No.2
for " Storm Water Discharge
Associated with Industrial Activity
for Construction Activities"

or

NPDES General Permit No.3
for "Storm Water Discharge Associated with
Industrial Activity for Asphalt Plants,
Concrete Batch Plants, Rock Crushing Plants
and Construction Sand and Gravel Facilities"

In accordance with the Clean Water Act, all industrial facilities that discharge storm water meeting the definition of storm water associated with industrial activity must apply for coverage under a National Pollutant Discharge Elimination System (NPDES) permit.

These instructions are provided to assist activities that need to notify the Iowa Department of Natural Resources (IDNR) of their storm water discharge to be covered under Iowa's NPDES General Permit No. 1, General Permit No. 2 or General Permit No. 3.

The instructions are the same for all general permits. When a discharger provides a complete Notice of Intent to the IDNR, its storm water discharges will be subject to the terms and conditions of the appropriate general permit unless notified by the IDNR.

A pollution prevention plan is required for all storm water permits. The plan must be completed before submittal of the Notice of Intent. The plan should be kept on-site at the facility or construction site that generates the storm water discharge. Do not send the pollution prevention plan with the Notice of Intent.

To file a complete Notice of Intent you must provide the following items:

1. The completed Form 542-1415 entitled "*Notice of Intent for NPDES Coverage Under General Permit*",
2. Proof of Public notification from the two newspapers in the area with the highest circulation and,
3. Permit fee.

Each of these items is discussed in detail below and on the back side of this page.

Mail the completed application form 542-1415 with the two proofs of public notice and permit fee to the following address. Do not send the Pollution Prevention Plan with your Notice of Intent. Do not send the application form, fee payment or proofs of public notice separately. Send all of them together.

**Storm Water Coordinator
Department of Natural Resources
502 E. 9th Street
Des Moines, Iowa 50319-0034**

1. Proof of Public Notification

Iowa law requires dischargers to make public notice for seeking coverage under a general permit. The public notice must be published at least one day at your own expense in two different newspapers with the largest circulation in the area where the discharge is located.

The wording to use in the public notice is specified as a rule of the IDNR and is included as a separate page for your convenience. This wording contains the minimum information that must be provided in the public notice. You must complete the blank portions with the specified information. You may add more information to the notice if you wish.

To determine which newspapers have the largest circulation, ask your local newspaper or call the Iowa Newspaper Association (INA) at (515) 244-2145 for circulation information. The INA is located at 319 E. Fifth Street, Des Moines, Iowa 50309.

When your Notice of Intent is sent to the IDNR, you must enclose a clipping of each public notice with the names of the newspaper and date published, or an affidavit from each newspaper with the clippings attached to demonstrate your public notification requirement.

2. Form 542-1415

In filling out the form, type or print legibly and complete both sides of the form.

Permit Information and Fee Options

Give permit information on the general permit for which you are applying and select a fee option.

Facility or Project Information

Enter the official or legal name of the facility or site. Enter the complete street address. If no street address exists, provide a geographic description (e.g., Intersection of 5th Street and 2nd Avenue or, at a minimum, the name of the street or road nearest the site), city, county, state and zip code. Do not use a P.O. box number. This is the address of the facility or construction site not the address of the owner or contact.

For General Permits No. 1 and No. 3, provide a four-digit SIC code that best represents the principal products or activities provided by the facility.

Contact Information

Provide the legal name of a contact person, firm, public organization or any other entity that owns or operates the facility or site. The name of the operator or contact may or may not be the same as the name of the facility. The operator is the legal entity that controls the facility's operation. Provide a mailing address (P.O. box numbers may be used). Include the city, state, zip code and telephone number for a contact person. All correspondence relating to the storm water permit, including the storm water permit authorization, will be sent to this address.

Facility Location or Location of Construction Site

Give the location by ¼ section (e.g., NW), section number, township number (e.g., T78N) and range number (e.g., R4W). The location information can be obtained from United States Geological Survey topographic maps, by calling 1-(888) ASK-USGS.

Owner Information

Enter the name, mailing address and telephone number of the owner of the facility.

Outfall Information

Provide an estimated start date the discharge did or is to commence, the name(s) of the receiving water(s), and check compliance conditions. All applicable compliance conditions listed must be met for the Notice of Intent to be considered complete.

The discharge start date is the date storm water discharge from industrial activity or construction activity (from a construction site that disturbs one acre or more or is part of a larger common plan of development that disturbs one acre or more) began or will begin to leave the property. If the discharge start date is before 10/1/92, the correct date to place in the blank is 10/1/92. This is the date the State of Iowa implemented the storm water permit requirements.

If an industrial facility was not initially required to obtain a storm water permit but changed operations so that later a storm water permit was or will be required, the discharge start date is the date that the change was made that necessitated the need for a storm water permit.

Provide the name(s) of the receiving water(s) to the first uniquely named river. Explain to where the storm water runoff will drain (e.g., unnamed waterway to road ditch to unnamed tributary to Mud Creek to Skunk River).

Compliance conditions

Check the compliance conditions that apply. A pollution prevention plan is required for all storm water permits. For General Permit No. 3 (if no soil disturbing activities will take place) and General Permit No. 1, the question regarding state or local sediment and erosion control plans does not apply. If you check no to any of the applicable compliance conditions, your application will not be approved.

General Permits No. 2 and No. 3

For construction sites that need a storm water discharge permit, in addition to the information required above, include a brief description of the project, estimated timetable for major activities and an estimate of the number of acres of the site on which soil will be disturbed.

For General Permit No. 3, identify if the facility is a portable plant.

Certification

The completed form must be signed by a qualified official. A qualified official is any of the following: owner, principal executive officer of at least the level of vice-president, general partner, general contractor (for construction sites), principal executive officer or ranking elected official (for publicly owned facilities).

The Notice of Intent will be returned and no permit issued if information on the form is incomplete.

3. Fees

There is a permit fee for each general permit. The fee schedule is the same for General Permit No. 1, No. 2 and No. 3.

The applicant has the option of paying an annual permit fee or a multi-year permit fee.

annual permit fee	\$175
3-year permit fee	\$350
4-year permit fee	\$525
5-year permit fee	\$700

IMPORTANT - The storm water permit authorization will not be issued unless the two proofs of public notice and permit fee accompany the completed Notice of Intent.

If you need assistance contact the IDNR at (515) 281-6782 or (515) 281-7017.