

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 (DNR) 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 (NOI) to the DNR, its storm water discharges will be subject to the terms and conditions of the appropriate general permit unless notified by the DNR.

Please note: This NOI may be completed and payment may be submitted online at: <https://programs.iowadnr.gov/stormwater/>.

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

1. Form 542-1415

Permit Information and Fee Options - Provide 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 project name for a construction 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 PO Box number.

Give the facility location(s) or the location of the construction site(s) by ¼ section (e.g., NW), section number, township number (e.g., T78N) and range number (e.g., R24W; R02E). The location information can be obtained from United States Geological Survey topographic maps, by calling 1-(888) ASK-USGS, or by accessing EPA's web site at <http://www.epa.gov/owm/sw/industry/index.htm>.

For General Permits No. 1 and No. 3, provide the 4-digit SIC code and 6-digit NAICS code that best represents the principal products or activities provided by the facility. SIC and NAICS codes are available on the NAICS Association website at: <https://www.naics.com>.

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 operator is the legal entity that controls the facility's operation. Provide a mailing address (PO Box numbers may be used), email address, 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 the provided email address.

Owner Information - Enter the name, mailing address, email address, and telephone number of the owner of the facility.

Outfall Information - Provide an estimated start date the discharge did or will commence. 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).

Check the compliance conditions that apply. 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. All applicable compliance conditions listed must be met for the NOI to be considered complete.

Additional Information for General Permits No. 2 and No. 3 - For construction sites that need a storm water discharge permit, include a brief description of the project, an 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 in accordance with 567 IAC 60.3(2)"d" of the Iowa Administrative Code:

60.3(2)"d" *Signatories of permit applications*. Permit applications for operation and NPDES permits shall be signed in accordance with 40 CFR §122.22.

40 CFR § 122.22 Signatories to permit applications and reports (applicable to State programs, see [§ 123.25](#)).

(a) **Applications**. All permit applications shall be signed as follows:

(1) **For a corporation**. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:

- (i) 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
- (ii) 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.

(2) **For a partnership or sole proprietorship**. By a general partner or the proprietor, respectively; or

(3) **For a municipality, State, Federal, or other public agency**. By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:

- (i) The chief executive officer of the agency, or
- (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

2. 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 the newspaper with the largest circulation in the area where the discharge is located. To determine which newspaper has the largest circulation, ask a local newspaper or check the Iowa Newspaper Association (INA) at <https://inanews.com/find-iowa-newspaper>.

The wording to use in the public notice is specified as a rule of the DNR and is available in "NPDES Stormwater General Permit Public Notice Template" form 5422-1416. The template 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.

When your NOI is sent to the DNR, you **MUST** enclose a clipping of the public notice with the name of the newspaper and date published, or an affidavit from the newspaper with the clippings attached to demonstrate your public notification requirement. If the proof of public notice is not included with your application, the storm water permit authorization will **NOT** be issued.

3. Permit Fee

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, as noted on the form. Select one of the available fee amounts on the form. Fees may be paid by check or by credit card.

- **Check:** Submit a check with the completed form and public notice, made payable to the Iowa Department of Natural Resources.
- **Credit Card:** To pay by credit card, you must complete the NOI online at <https://programs.iowadnr.gov/stormwater/>.

4. Submittal and Contact Information

Mail the completed NOI form, the public notice, and fee payment to: Storm Water Coordinator, Iowa Department of Natural Resources, 6200 Park Ave Ste 200, Des Moines IA 50321.

If you need assistance, contact the Storm Water Coordinator at david.schelling@dnr.iowa.gov.



IOWA DEPARTMENT OF NATURAL RESOURCES
NOTICE OF INTENT FOR COVERAGE UNDER
NPDES STORM WATER GENERAL PERMIT

CASHIER'S USE ONLY
0253-542-SW08-0581

Name

No. 1 FOR "STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY"

or

No. 2 FOR "STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY FOR CONSTRUCTION ACTIVITIES"

or

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."

PERMIT INFORMATION

Has this storm water discharge been previously permitted? ☐ Yes ☐ No

If yes, please list authorization number

Under what General Permit are you applying for coverage?

☐ General Permit No. 1

☐ General Permit No. 2

☐ General Permit No. 3

PERMIT FEE OPTIONS

For coverage under NPDES General Permit No. 1, No. 2, or No. 3, the following fees apply:

☐ Annual Permit Fee \$175 (per year) Maximum coverage is one year.

☐ 3-year Permit Fee \$350 Maximum coverage is three years.

☐ 4-year Permit Fee \$525 Maximum coverage is four years.

☐ 5-year Permit Fee \$700 Maximum coverage is five years.

Checks should be made payable to the Iowa Department of Natural Resources.

FACILITY OR PROJECT INFORMATION

Enter the name and full address/location (not mailing address) of the facility or project for which permit coverage is requested.

NAME: COUNTY:

STREET ADDRESS OF SITE:

CITY: STATE: ZIP CODE:

Give the facility or construction site location by section/township/range and latitude/longitude:

Latitude: Longitude:

¼ SECTION	SECTION	TOWNSHIP	RANGE

¼ SECTION	SECTION	TOWNSHIP	RANGE

Facility SIC Code: Facility NAICS Code:

SIC and NAICS codes refer to the Standard Industrial Classification and the North American Industry Classification System code numbers used to classify establishments by type of economic activity. Complete for General Permits No. 1 and No. 3.

CONTACT INFORMATION

Provide the name, mailing address, email address, and telephone number of a contact person. Attach additional information as needed. This will be the address to which all correspondence will be sent and to which all questions will be directed.

NAME: PHONE:

COMPANY NAME (if applicable):

STREET ADDRESS:

CITY: STATE: ZIP CODE:

EMAIL ADDRESS:

Check the appropriate box to indicate the legal status of the operator of the facility.

☐ Federal ☐ State ☐ Public ☐ Private ☐ Other (specify)

OWNER INFORMATION Enter the name and full address of the owner of the facility.

NAME: _____ PHONE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

OUTFALL INFORMATION

Discharge start date, i.e., when did/will the site begin operation or 10/1/92, whichever is later: _____

Is any storm water monitoring information available describing the concentration of pollutants in storm water discharges?

☐ Yes☐ No**NOTE:** Do not attach any storm water monitoring information with the application.List receiving water(s) to the first uniquely named waterway in Iowa (e.g., ditch to unnamed tributary to Mud Creek to Cedar River):

Note compliance With the Following Conditions:

Yes**No**

Has the Storm Water Pollution Prevention Plan been developed prior to the submittal of this NOI and does the plan meet the requirements of the applicable General Permit? (do not submit the SWPPP with the NOI)

☐☐

Will the Storm Water Pollution Prevention Plan comply with approved State (Section 161A.64, Code of Iowa) or local sediment and erosion plans? (for General Permit 2 only)

☐☐

Has a public notice been published for at least one day, in the newspaper with the largest circulation in the area where the discharge is located, and is the proof of notice attached? (new applications only)

☐☐

ADDITIONAL INFORMATION FOR GENERAL PERMIT NO. 2 AND GENERAL PERMIT NO. 3 APPLICANTS.Description of Project (describe in one sentence what is being constructed):
_____For General Permit No. 3 - Is this facility to be moved this year? ☐ Yes ☐ No

Number of Acres of Disturbed Soil (Construction Activities Only): _____

Estimated Timetable for Activities/Projects, i.e., approximately when did/will the project begin and end:

CERTIFICATION – ALL APPLICATIONS MUST BE SIGNED

This form must be signed in accordance with 567 IAC 60.3(2)“d”. The subrule language is included in the instructions on page 2.

Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision 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 further certify that the terms and conditions of the general permit will be met. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations.

NAME (print or type)_____
TITLE AND COMPANY NAME OF SIGNATORY_____
SIGNATURE_____
DATE

Submit this form to: Storm Water Coordinator, Iowa Department of Natural Resources, 6200 Park Ave Ste 200, Des Moines, IA 50321