

## NOI-LINE-BY-LINE INSTRUCTIONS

Please type or print when completing the NOI Form and vicinity map.

### SECTION I--NOI STATUS

Mark one of the two boxes at the top portion of the NOI. Check box 1 if the NOI is being completed for new construction. Check box 2 if the NOI is being submitted to report changes for a construction site already covered by the General Permit. An example of a change that warrants a resubmittal of the NOI is a change of total area of the construction site. The permit is non-transferable, a change of ownership requires a Notice of Termination (NOT) submittal and a new NOI. Complete only those portions of the NOI that apply to the changes (the NOI must always be signed). If box 2 is checked, the WDID number must be included.

### SECTION II--PROPERTY OWNER

Enter the construction site owner's official or legal name and address; contact person (if other than owner), title, and telephone number.

### SECTION III--DEVELOPER / CONTRACTOR INFORMATION

Enter the name of the developer's (or general contractor's) official or legal name, address, contact person, title, and telephone number. The contact person should be someone who is familiar with the construction site and is responsible for compliance and oversight of the general permit.

### SECTION IV--CONSTRUCTION PROJECT INFORMATION

Enter the project name, site address, county, city, (or nearest city if construction is occurring in an unincorporated area), zip code, and telephone number (if any) of the construction site. Include an emergency contact telephone or pager number. Construction site information should include latitude and longitude designations, tract numbers, and/or mile post markers, if applicable. The site contact person should be someone who is familiar with the project, site plans, SWPPP, and monitoring program. All NOIs must be accompanied by a vicinity map.

Part A: Enter the total size in acres of all areas associated with construction activity, including all access roads.

Part B: Enter the total size in acres of the area to be disturbed by construction activity and the percentage of the area listed in Part A above that this represents.

Part C: Enter the percentage of the site that is impervious (areas where water cannot soak into the ground, such as concrete, asphalt, rooftops, etc.) before and after construction.

Part D: Include tract numbers, if available.

- Part E: Enter the mile post marker number at the project site location.
- Part F: Indicate whether the construction site is part of a larger common plan of development or sale. For example, if the construction activity is occurring on a two-acre site which is within a development that is one acre or greater, answer yes.
- Part G: Enter the name of the development (e.g. "Quail Ridge Subdivision", "Orange Valley Estates", etc.).
- Part H: Indicate when construction will begin (month, day, year). When a NOI is being submitted due to a change in ownership, the commencement date should be the date the new ownership took effect.
- Part I: Indicate the percentage of the total project area to be mass graded.
- Part J: Enter the estimated completion dates for the mass grading activities and for the project completion.
- Part K: Indicate the type(s) of construction taking place. For example, "Transportation" should be checked for the construction of roads; "Utility" should be checked for installation of sewer, electric, or telephone systems. Include a description of the major construction activities, (e.g., 20 single family homes, a supermarket, an office building, a factory, etc.)

#### SECTION V--BILLING ADDRESS

To continue coverage under the General Permit, the annual fee must be paid. Indicate where the annual fee invoice should be mailed by checking one of the following boxes:

Owner: sent to the owners address as it appears in Section II.

Developer/Contractor: sent to the developer's address as it appears in Section III.

Other: sent to a different address and enter that address in the spaces provided.

#### SECTION VI--REGULATORY STATUS

Indicate whether or not the site is subject to local erosion/sediment control ordinances. Indicate whether the erosion/sediment control plan designed to comply with the ordinance addresses the construction of infrastructure and structures in addition to grading. Identify the name and telephone number of the local agency, if applicable.

## SECTION VII--RECEIVING WATER INFORMATION

Part A: Indicate whether the storm water runoff from the construction site discharges indirectly to waters of the United States, directly to waters of the United States, or to a separate storm drain system.

Indirect discharges include discharges that may flow overland across adjacent properties or rights-of-way prior to discharging into waters of the United States.

Enter the name of the owner/operator of the relevant storm drain system, if applicable. Storm water discharges directly to waters of the United States will typically have an outfall structure directly from the facility to a river, lake, creek, stream, bay, ocean, etc. Discharges to separate storm sewer systems are those that discharge to a collection system operated by municipalities, flood control districts, utilities, or similar entities.

Part B: Enter the name of the receiving water. Regardless of point of discharge, the owner must determine the receiving water for the construction site's storm water discharge. Enter the name of the receiving water.

## SECTION VIII--IMPLEMENTATION OF NPDES PERMIT REQUIREMENTS

Part A: Indicate the status of the SWPPP, date prepared, or availability for review. Also indicate if a tentative construction schedule has been included in the SWPPP (the inclusion of a construction activity schedule is a mandatory SWPPP requirement).

Part B: Provide information concerning the status of the development of a monitoring program, a component of the SWPPP which outlines an inspection and maintenance schedule for the proposed Best Management Practices (BMPs). Provide name and phone number of program preparer.

Part C: Provide the name and phone numbers of the responsible party or parties designated to insure compliance with all elements of the General Permit and SWPPP.

## SECTION IX--VICINITY MAP AND FEE

Provide a "to scale" or "to approximate scale" drawing of the construction site and the immediate surrounding area. Whenever possible, limit the map to an 8.5" x 11" or 11" x 17" sheet of paper. At a minimum, the map must show the site perimeter, the geographic features surrounding the site, and general topography, and a north arrow. The map must also include the location of the construction project in relation to named streets, roads, intersections, or landmarks. A NOI containing a map which does not clearly indicate the location of the construction project will be rejected. Do not submit blueprints unless they meet the above referenced size limits.

## SECTION X--CERTIFICATIONS

This section must be completed by the owner or signatory agent of the construction site\*. The certification provides assurances that the NOI and vicinity map were completed in an accurate and complete fashion and with the knowledge that penalties exist for providing false information. Certification also requires the owner to comply with the provisions in the General Permit.

\* For a corporation: a responsible corporate officer (or authorized individual). For a partnership or sole proprietorship: a general partner or the proprietor, respectively. For a municipality, State, Federal, or other public agency: either a principal executive officer, ranking elected official, or duly authorized representative.



State Water Resources Control Board  
**NOTICE OF INTENT**  
TO COMPLY WITH THE TERMS OF THE  
GENERAL PERMIT TO DISCHARGE STORM WATER  
ASSOCIATED WITH CONSTRUCTION ACTIVITY (WQ ORDER No. 99-08-DWQ)

Attachment 2



**I. NOI STATUS (SEE INSTRUCTIONS)**

MARK ONLY ONE ITEM 1. ☐ New Construction 2. ☐ Change of Information for WDID#

**II. PROPERTY OWNER**

|                                                                                                                                                                                                                                                          |       |                |       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------|-------|
| Name                                                                                                                                                                                                                                                     |       | Contact Person |       |
| Mailing Address                                                                                                                                                                                                                                          |       | Title          |       |
| City                                                                                                                                                                                                                                                     | State | Zip            | Phone |
| Owner Type (check one) 1. <input type="checkbox"/> Private Individual 2. <input type="checkbox"/> Business 3. <input type="checkbox"/> Municipal 4. <input type="checkbox"/> State 5. <input type="checkbox"/> Federal 6. <input type="checkbox"/> Other |       |                |       |

**III. DEVELOPER/CONTRACTOR INFORMATION**

|                      |       |                |       |
|----------------------|-------|----------------|-------|
| Developer/Contractor |       | Contact Person |       |
| Mailing Address      |       | Title          |       |
| City                 | State | Zip            | Phone |

**IV. CONSTRUCTION PROJECT INFORMATION**

|                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                      |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------|---------------------|
| Site/Project Name                                                                                                                                                                                                                                                                                                                                                               |  | Site Contact Person                                                                                                  |                     |
| Physical Address/Location                                                                                                                                                                                                                                                                                                                                                       |  | Latitude<br>_____°                                                                                                   | Longitude<br>_____° |
| City (or nearest City)                                                                                                                                                                                                                                                                                                                                                          |  | Zip                                                                                                                  | Site Phone Number   |
| A. Total size of construction site area:<br>_____ Acres                                                                                                                                                                                                                                                                                                                         |  | C. Percent of site imperviousness (including rooftops):<br>Before Construction: _____%<br>After Construction: _____% |                     |
| B. Total area to be disturbed:<br>_____ Acres (% of total _____)                                                                                                                                                                                                                                                                                                                |  | D. Tract Number(s): _____                                                                                            |                     |
| F. Is the construction site part of a larger common plan of development or sale?<br><input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                    |  | E. Mile Post Marker: _____                                                                                           |                     |
| H. Construction commencement date: ____/____/____                                                                                                                                                                                                                                                                                                                               |  | G. Name of plan or development:                                                                                      |                     |
| I. % of site to be mass graded: _____                                                                                                                                                                                                                                                                                                                                           |  | J. Projected construction dates:<br>Complete grading: ____/____/____ Complete project: ____/____/____                |                     |
| K. Type of Construction (Check all that apply):<br>1. <input type="checkbox"/> Residential 2. <input type="checkbox"/> Commercial 3. <input type="checkbox"/> Industrial 4. <input type="checkbox"/> Reconstruction 5. <input type="checkbox"/> Transportation<br>6. <input type="checkbox"/> Utility Description: _____ 7. <input type="checkbox"/> Other (Please List): _____ |  |                                                                                                                      |                     |

**V. BILLING INFORMATION**

|                                                                      |                 |                |
|----------------------------------------------------------------------|-----------------|----------------|
| SEND BILL TO:<br><input type="checkbox"/> OWNER<br>(as in II. above) | Name            | Contact Person |
| <input type="checkbox"/> DEVELOPER<br>(as in III. above)             | Mailing Address | Phone/Fax      |
| <input type="checkbox"/> OTHER<br>(enter information at right)       | City            | State      Zip |

## VI. REGULATORY STATUS

A. Has a local agency approved a required erosion/sediment control plan?..... ☐ YES ☐ NO  
Does the erosion/sediment control plan address construction activities such as infrastructure and structures?..... ☐ YES ☐ NO  
Name of local agency: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Is this project or any part thereof, subject to conditions imposed under a CWA Section 404 permit of 401 Water Quality Certification?..... ☐ YES ☐ NO

If yes, provide details: \_\_\_\_\_

## VII. RECEIVING WATER INFORMATION

A. Does the storm water runoff from the construction site discharge to (Check all that apply):

1. ☐ Indirectly to waters of the U.S.
2. ☐ Storm drain system - Enter owner's name: \_\_\_\_\_
3. ☐ Directly to waters of U.S. (e.g., river, lake, creek, stream, bay, ocean, etc.)

B. Name of receiving water: (river, lake, creek, stream, bay, ocean): \_\_\_\_\_

## VIII. IMPLEMENTATION OF NPDES PERMIT REQUIREMENTS

A. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) (check one)

- ☐ A SWPPP has been prepared for this facility and is available for review: Date Prepared: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Amended: \_\_\_\_/\_\_\_\_/\_\_\_\_  
☐ A SWPPP will be prepared and ready for review by (enter date): \_\_\_\_/\_\_\_\_/\_\_\_\_  
☐ A tentative schedule has been included in the SWPPP for activities such as grading, street construction, home construction, etc.

B. MONITORING PROGRAM

- ☐ A monitoring and maintenance schedule has been developed that includes inspection of the construction BMPs before anticipated storm events and after actual storm events and is available for review.  
If checked above: A qualified person has been assigned responsibility for pre-storm and post-storm BMP inspections to identify effectiveness and necessary repairs or design changes..... ☐ YES ☐ NO  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

C. PERMIT COMPLIANCE RESPONSIBILITY

A qualified person has been assigned responsibility to ensure full compliance with the Permit, and to implement all elements of the Storm Water Pollution Prevention Plan including:

1. Preparing an annual compliance evaluation..... ☐ YES ☐ NO  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Eliminating all unauthorized discharges..... ☐ YES ☐ NO

## IX. VICINITY MAP AND FEE (must show site location in relation to nearest named streets, intersections, etc.)

Have you included a vicinity map with this submittal?..... ☐ YES ☐ NO  
Have you included payment of the annual fee with this submittal?..... ☐ YES ☐ NO

## X. CERTIFICATIONS

"I certify under penalty of law that this document and all attachments were prepared under my direction and 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 am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. In addition, I certify that I have read the entire General Permit, including all attachments, and agree to comply with and be bound by all of the provisions, requirements, and prohibitions of the permit, including the development and implementation of a Storm Water Pollution Prevention Plan and a Monitoring Program Plan will be complied with."

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_