



To: Prospective Applicants for Short-Term and Emergency Discharge General Permit

Attached is a Short-Term and Emergency Discharge General Permit Notice of Intent (NOI) STED-G, for a Louisiana Pollutant Discharge Elimination System (LPDES) permit, authorized under EPA's delegated NPDES program under the Clean Water Act. To be considered complete, every item on the form must be addressed and the last page signed by an authorized company agent. If an item does not apply, please enter "NA" (for not applicable) to show that the question was considered.

Two copies (one original and one copy) of your completed NOI, each with an attached marked U.S.G.S. Quadrangle map or equivalent, and the site/flow diagrams listed in Section V of the NOI, should be submitted to:

Mailing Address:
Department of Environmental Quality
Office of Environmental Services
Post Office Box 4313
Baton Rouge, LA 70821-4313
Attention: Water Permits Division

Physical Address (if NOI is hand delivered):
Department of Environmental Quality
Office of Environmental Services
602 N Fifth Street
Baton Rouge, LA 70802
Attention: Water Permits Division

If the permit applicability requirements are met, and unless notified otherwise by the Secretary or his designee, owners/operators are authorized to discharge wastewater and/or stormwater under the terms and conditions of the permit upon the receipt of a hand-delivered, properly completed NOI to the Office of Environmental Services, Water Permits Division or 72 hours after the postmarked date stamped on the envelope that contains the properly completed NOI. The permittee is required to keep a copy of the NOI submitted to the Water Permits Division at the permitted facility. The copy of the NOI should be kept with other records related to the permit and permit compliance.

Please be advised that completion of this NOI may not fulfill all state, federal, or local requirements for facilities of this size and type.

According to La. R. S. 48:385, any discharge to a state highway ditch, cross ditch, or right-of-way shall require approval from:

Louisiana DOTD
Office of Highways
Post Office Box 94245
Baton Rouge, LA 70804-9245
(225) 379-1927

AND

Louisiana DHH
Office of Public Health
Center for Environmental Services
Post Office Box 4489
Baton Rouge, LA 70821-4489
(225) 342-7395

In addition, the plans and specifications for sanitary treatment plants must be approved by the Louisiana DHH, Office of Public Health at the address above.

A copy of the LPDES regulations may be obtained from the LDEQ web site at <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx#Title33>.

For questions regarding this NOI please contact the Water Permits Division at (225) 219-9371. For help regarding completion of this NOI please contact DEQ, Small Business/Small Community Assistance at 1-800-259-2890.

Date _____
Agency Interest No. AI _____

Please check: Initial Permit
 Modified Coverage

STATE OF LOUISIANA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Office of Environmental Services, Water Permits Division
Post Office Box 4313
Baton Rouge, LA 70821-4313
PHONE#: (225) 219-9371

LPDES NOTICE OF INTENT TO DISCHARGE
WASTEWATER FROM SHORT-TERM and EMERGENCY ACTIVITIES
(Attach additional pages if needed.)

SECTION I - FACILITY INFORMATION

A. Permit is to be issued to the following: (must have operational control over the facility operations - see LAC 33:IX.2501.B and LAC 33:IX.2503.A and B).

1. Legal Name of Applicant/Owner (Company, Partnership, Corporation, etc.) _____

Facility Name _____

Mailing Address _____

Zip Code: _____

If applicant named above is not also the owner, state owner name, phone # and address.

Please check status: Federal Parish Municipal
 State Public Private Other: _____

Is this facility regulated by the Louisiana Public Service Commission? Yes No

If yes, under what name is this facility regulated? _____

2. Location of facility. Please provide a specific street, road, highway, interstate, and/or River Mile/Bank location of the facility for which the NOI is being submitted.

City _____ Zip Code: _____ Parish _____

Front Gate Coordinates:

Latitude- ____ deg. ____ min. ____ sec. Longitude- ____ deg. ____ min. ____ sec.

Method of Coordinate Determination: _____

(Quad Map, Previous Permit, website, GPS)

Is the facility located on Indian Lands? Yes No

SECTION I - FACILITY INFORMATION (cont.)

3. Name & Title of Contact Person at Facility _____
Phone _____ Fax _____ e-mail _____

B. Name and address of responsible representative who completed the NOI:
Name & Title _____
Company _____
Phone _____ Fax _____ e-mail _____
Address _____

C. Will the discharge(s) adversely affect properties listed or eligible for listing in the National Register of Historic Places? Contact the *Section 106 Review Coordinator in the Office of Cultural Development, Archaeology Division (P. O. Box 44247, Baton Rouge, LA 70804 or telephone (225) 342-8170)* to make a determination.

Yes No

D. Facility Information.

1. Facility Type _____ (cannery, oil refinery, dairy, etc.)
2. SIC (Standard Industrial Classification) Code(s): _____
SIC codes can be obtained from the U. S. Department of Labor internet site at <http://www.osha.gov/oshstats/sicser.html>
3. Other Permits. List all existing or pending LDEQ and other environmental permits and permit numbers for the facility (NPDES, PSD, UIC, RCRA, other).

4. Source of water supply in gallons per day. List each source giving quality such as fresh, brackish, salt, hard, or soft; and give breakdown as to how each source is used.

SECTION I - FACILITY INFORMATION (cont.)

E. Facility Operations (applicable to the discharges covered under the general permit)

1. Describe the processes used which produce industrial wastes discharged into waters of the State. Please explain the operations in your facility in a comprehensive fashion. Include a description of the composition of any cooling water additives. If you are a producer of a product, what steps are taken to produce that product, especially those that generate a waste stream? If you are provider of a service, be specific (give quantitative values where possible, i.e. a physical measure of the amount of business you do in an average day, week, or month) about what the service is, how it is provided, and how it generates wastewater. Attach extra sheets if space below is insufficient. If appropriate, make processes coincide with sources identified in Section II.

2. Products/Services:

3. Raw Materials:

4. Disposal. List any solid or liquid waste disposal methods and facilities. Include a description of the ultimate disposal of any solid or fluid wastes that are disposed of other than by discharge.

F. Facility History

1. Date operations began at this site: _____
2. If a proposed facility, provide the anticipated date of startup. _____
3. If this is a short term discharge, how long does the facility plan to discharge (e.g., 2 weeks, 2 months, etc.)

4. Is the current operator the original operator? Yes No
5. If this is new construction, describe the site property prior to construction. For example, was it undisturbed or was there a previous structure on the site? What was the size of the site?

6. Is this facility located in a designated industrial area? Yes No

SECTION II – DISCHARGE INFORMATION

A. Stormwater. Complete the following for each existing stormwater discharge. (Make additional copies as necessary.)

1. Are existing stormwater discharges covered by a stormwater General Permit? Yes No
2. If yes, please list the stormwater discharge authorization number(s): _____

B. Miscellaneous Discharges intended to be covered by the general permit.

1. Are there any bridge washing activities at the facility? Yes No
2. Are there any hydroblasting activities at the facility Yes No
3. Are there any bridge maintenance or hydrocleaning activities at the facility? Yes No
4. Are there any deicing / anti-icing activities at the facility? Yes No
5. Is gray water being discharged? Yes No
6. Is chlorinated dewatering wastewater being discharged? Yes No
7. Does the facility wash equipment and/or vehicles? Yes No
8. Are equipment repair areas, shop floors or docks being washed? Yes No
9. Are there any pressure washing activities at the facility? Yes No
10. Is water well flushing water being discharged at the facility? Yes No

SECTION II - DISCHARGE INFORMATION (cont.)

C. Outfall Identification.

Complete this section for each discharge outfall. Outfalls are discharge points. An external outfall is a discrete discharge point beyond which the waste stream receives no further mixing with other waste streams prior to discharging into a receiving waterbody. An internal outfall is an outfall for a waste stream that combines with other waste stream(s) before discharging into an “external” outfall. Please provide your after-treatment test results in the units asked for on the application. You should read Section B – Effluent Limitations of the permit before completing this section of the NOI. You should place an “X” in the column next to any of the types of discharges that occur at your facility. The schedules listed below correspond to the schedules listed in the permit, which are the only types of discharges that are permissible under the general permit.

Facility Discharges	Outfall No.	Operation Contributing Flow	Treatment Method	Average Flow (gpd)
		Schedule A - Treated Sanitary Wastewater and / or Dewatering of Oxidation Ponds less than 5000 GPD		
		Schedule B – Uncontaminated Stormwater Discharges and Utility Wash Water without soaps and / or detergents		
		Schedule C – Utility Wash Waters with soaps and / or detergents		
		Schedule D – Hydrostatic Testing and Vessel Testing Wastewaters		
		Schedule E – Potable Water Treatment Plant Filter Backwash, Clarifier Blowdown, Water Softening, Iron and Manganese Removal, and Disinfection of Source Water		
		Schedule F – Landfill Wastewater from a Construction / Demolition Debris and Woodwaste Landfill		
		Schedule G – Non-Contact Stormwater Discharges from a Construction / Demolition Debris Woodwaste Landfill		
		Schedule H – Other Wastewater Discharges		

SECTION II - DISCHARGE INFORMATION (cont.)

Outfall Location. Provide a description of the physical location for each outfall. **Make additional**

1. **copies for each outfall.**

2. Latitude/Longitude of Discharge:

Latitude- ___ deg. ___ min. ___ sec. Longitude- ___ deg. ___ min. ___ sec.

Method of Coordinate Determination:

_____ (Quad Map, Previous Permit, website, GPS)

3. If a new discharge, when do you expect to begin discharging? _____
4. Indicate how the wastewater reaches state waters (named water bodies). This will usually be either *directly*, by *open ditch* (if it is a highway ditch, indicate the highway), or by *pipe*. Please specifically name all of the minor water bodies that your wastewater will travel through on the way to a major water body. This information can be obtained from U.S.G.S. Quadrangle Maps. Include river mile of discharge point if available.

By _____ (effluent pipe, ditch, etc.);

thence into _____ (parish drainage ditch, canal, etc.);

thence into _____ (named bayou, creek, stream, etc.);

thence into _____ (lake, river, etc.).

5. Treatment Method applied to wastewaters. Please be specific.

6. Disposal. List any solid or liquid waste disposal methods and facilities. Include a description of the ultimate disposition of any solid or fluid wastes that are disposed of other than by discharge.

SECTION II – DISCHARGE INFORMATION (cont.)

- D. Schedule H – Other Wastewater Discharges. Place an X by any of the following pollutants that you believe will be present in the discharge

Complete this section for each outfall to be covered by Schedule H.

The permittee shall notify the appropriate Regional Office 24 hours prior to the commencement of discharge for wastewater covered by Schedule H. Current regional office address and telephone numbers are available on the LDEQ website at <http://www.deq.louisiana.gov/portal/tabid/62/Default.aspx>. The permittee that will discharge into sensitive hydrological subsegments shall notify the USFWS at 337-291-3100 24 hours prior to the commencement of discharge for wastewater covered by Schedule H. The current Memorandum between LDEQ and USFWS are available on the LDEQ website at: <http://www.deq.louisiana.gov/portal/LinkClick.aspx?fileticket=ITZz1mphHoU%3d&tabid=243>.

1. Outfall Number: _____ Discharge Description: _____

ID	POLLUTANT	BELIEVED TO BE PRESENT
1	Flow (GPD)	
2	BOD ₅	
3	COD	
4	TSS ³	
5	Oil & Grease	
6	Fecal Coliform Colonies/100 mL ⁵	
7	TOC	
8	Total BTEX ⁶	
9	Total Dissolved Solids	
10	Chlorides	
11	Sulfates	
12	Total Nitrogen	
13	Total Phosphorous	
14	Total Residual Chlorine	
15	Temperature (Freshwater)	
16	pH - Allowable Range (Standard Units)	
17	Total Antimony	
18	Total Arsenic	
19	Total Beryllium	
20	Total Cadmium	
21	Total Chromium	
22	Total Copper	
23	Total Lead	
24	Total Mercury	

ID	POLLUTANT	BELIEVED TO BE PRESENT
25	Total Nickel (Fresh water)	
26	Total Selenium	
27	Total Silver	
28	Total Thallium	
29	Total Zinc	
30	Total Cyanide	
31	Acrolein	
32	Acrylonitrile	
33	Benzene	
34	Bromoform	
35	Carbon Tetrachloride	
36	Chlorobenzene	
37	Chlorodibromomethane	
38	Chloroethane	
39	2-Chloroethyl vinyl ether	
40	Chloroform	
41	Dibromochloromethane	
42	1,2-Dichlorobenzene	
43	1,3-Dichlorobenzene	
44	1,4-Dichlorobenzene { <i>p</i> -Dichlorobenzene}	
45	1,1-Dichloroethane	
46	1,2-Dichloroethane (EDC)	
47	1,1-Dichloroethylene {1,1-dichloroethene}	
48	1,2- <i>trans</i> -Dichloroethylene {1,2-dichloroethene}	
49	1,2-Dichloropropane	
50	1,3-Dichloropropene {1,3-Dichloropropylene}	
51	Ethylbenzene	
52	Methyl Bromide {Bromomethane}	
53	Methyl Chloride {Chloromethane}	
54	Methylene Chloride	
55	1,1,2,2-Tetrachloroethane	
56	Tetrachloroethylene	
57	Toluene	
58	1,1,1-Trichloroethane	

ID	POLLUTANT	BELIEVED TO BE PRESENT
59	1,1,2-Trichloroethane	
60	Trichloroethylene {Trichloroethene}	
61	Vinyl Chloride	
62	2-Chlorophenol {o-Chlorophenol}	
63	2,4-Dichlorophenol	
64	2,4-Dimethylphenol	
65	4,6-Dinitro-o-cresol {4,6-Dinitro-o-phenol} {4,6-Dinitro-2-methyl phenol}	
66	2,4-Dinitrophenol	
67	2-Nitrophenol	
68	4-Nitrophenol	
69	p-Chloro-m-cresol {Parachlorometacresol}	
70	Pentachlorophenol	
71	Phenol	
72	2,4,6-Trichlorophenol	
73	Acenaphthene	
74	Acenaphthylene	
75	Anthracene	
76	Benzidine	
77	Benzo(a)anthracene	
78	Benzo(a)pyrene	
79	3,4-Benzofluoranthene {Benzo(b)fluoranthene}	
80	Benzo(ghi)perylene	
81	Benzo(k)fluoranthene	
82	Bis(2-chloroethyl)ether	
83	Bis(2-chloroethoxy)methane	
84	Bis(2-chloroisopropyl)ether	
85	Bis(2-ethylhexyl)phthalate	
86	4-Bromophenyl phenyl ether	
87	Benzyl butyl phthalate {Butyl benzyl phthalate}	
88	2-Chloronaphthalene	
89	4-Chlorophenyl phenyl ether	
90	Chrysene	
91	Dibenzo(a,h)anthracene	
92	3,3-Dichlorobenzidine	

ID	POLLUTANT	BELIEVED TO BE PRESENT
93	Diethyl phthalate	
94	Dimethyl phthalate	
95	Di-n-butyl phthalate	
96	2,4-Dinitrotoluene	
97	2,6-Dinitrotoluene	
98	Di-n-octyl phthalate	
99	1,2-Diphenylhydrazine	
100	Fluoranthene	
101	Fluorene	
102	Hexachlorobenzene	
103	Hexachlorobutadiene	
104	Hexachlorocyclopentadiene	
105	Hexachloroethane	
106	Ideno(1,2,3-cd)pyrene	
107	Isophorone	
108	Naphthalene	
109	Nitrobenzene	
110	N-nitrosodimethylamine	
111	N-nitrosodi-n-propylamine	
112	N-nitrosodiphenylamine	
113	Phenanthrene	
114	Pyrene	
115	1,2,4-Trichlorobenzene	
116	Aldrin	
117	Alpha-BHC	
118	Beta-BHC	
119	Delta-BHC	
120	Gamma-BHC (Lindane)	
121	Chlordane	
122	4,4'-DDT	
123	4,4'-DDE	
124	4,4'-DDD	
125	Dieldrin	
126	Endosulfan- α	
127	Endosulfan- β	
128	Endosulfansulfate	

ID	POLLUTANT	BELIEVED TO BE PRESENT
129	Endrin	
130	Endrin aldehyde	
131	Heptachlor	
132	Heptachlor Epoxide	
133	Total PCBs	
134	PCB-1016	
135	PCB-1221	
136	PCB-1232	
137	PCB-1242	
138	PCB-1248	
139	PCB-1254	
140	PCB-1260	
141	Toxaphene	
142	2,3,7,8-Tetrachloro-dibenzo-p-dioxin (TCDD)	

F. Additional Information

1. List any toxic materials that the applicant currently uses or manufactures as an intermediate, feedstock, final product, or by-product.

2. If any toxic or hazardous materials are present onsite, do you have an SPC plan? If "no", explain

3. List pertinent physical and chemical properties (e.g., toxic components, taste and odor compounds, heavy metals, etc.) that may be associated with the discharge.

4. Toxicity Data. List any bioassay tests conducted on the effluent from the facility. Provide a summary of the test results.

SECTION III – COMPLIANCE HISTORY

Report the history of all violations and enforcement actions for the facility, a summary of all permit excursions including effluent violations reported on the facility's Discharge Monitoring Reports (DMRs) and bypasses for the last three years. Using a brief summary, report on the current status of all administrative orders, compliance orders, notices of violation, cease and desist orders, and any other enforcement actions either already resolved within the past 3 years or currently pending. The state administrative authority may choose, at its discretion, to require a more in-depth report of violations and

compliance actions for the applicant covering any law, permit, or order concerning pollution at this or any other facility owned or operated by the applicant.

SECTION IV – LAC 33:I.1701 REQUIREMENTS

A. Does the company or owner have federal or state environmental permits in other states that are either identical to or similar in nature to, the permit for which you are applying? (This requirement applies to all individuals, partnerships, corporations, or other entities who own a controlling interest of 50% or more in your company, or who participate in the environmental management of the facility for an entity applying for the permit or an ownership interest in the permit.)

Permits in Louisiana. List Permit Numbers: _____

Permits in other states (list states): _____

No other environmental permits.

B. Do you owe any outstanding fees or final penalties to the Department? Yes No

If yes, please explain. _____

C. Is your company a corporation or limited liability company? Yes No

If yes, is the corporation or LLC registered with the Secretary of State? Yes No

If yes, attach a copy of your company's Certificate of Registration and/or Certificate of Good Standing from the Secretary of State.

SECTION V – MAPS/DIAGRAMS

- A. Site Diagram. Attach to this NOI a complete site diagram of your facility showing the boundaries of your facility, the location of all buildings and/or storage areas, the location of treatment units (such as settling basins, wash racks, sewage treatment plants), and demonstrate how the wastewater flows through your facility into each clearly labeled discharge point. Indicate stormwater flow pattern with arrows on this diagram or provide additional diagrams if needed. Please indicate the location of the front gate or entrance to the facility on the site diagram. The diagram need not be to scale.
- B. Topographic Map. Applicants for portable pressure washing operations are not required to provide a topographic map with this NOI. For site specific coverage, attach to this NOI a map or a copy of a section of the map which has been highlighted to show the path of your wastewater from your facility to the first named water body. The highlighted map must be attached to BOTH NOIs that are submitted to LDEQ (i.e., the original NOI and the copy of the NOI). Include on the map the area extending at least one mile beyond your property boundaries. Indicate the outline of the facility, the location of each of its existing and proposed discharge structures, and any existing hazardous waste treatment storage or disposal facilities. Waterways and streets/highways must be clearly identified by name on the map.

A U.S.G.S. 1:24,000 scale map (7.5' Quadrangle) would be appropriate for this item. Appropriate maps can be obtained from local government agencies such as DOTD or the Office of Public Works. Maps can also be obtained online at <http://map.deq.louisiana.gov/index2.htm>. Private map companies can also supply you with these maps. If you cannot locate a map through these sources you can contact the Louisiana Department of Transportation and Development at:

1201 Capitol Access Road
Baton Rouge, LA 70802
(225) 379-1107
maps@dotd.louisiana.gov

- C. Flow Diagram for the applicable discharges covered under the general permit. Attach a line drawing of the water flow through the facility with a water balance showing operations contributing wastewater to the effluent and treatment units. The water balance must show average and maximum flows at intake and discharge points and between units, including treatment units. If a water balance cannot be determined, the applicant may provide instead a pictorial description of the nature and amount of any sources of water and any collection and treatment measures. Hand drawn maps are acceptable.

According to the Louisiana Water Quality Regulations, LAC 33:IX.2503, the following requirements shall apply to the signatory page in this application:

Chapter 25. Permit Application and Special LPDES Program Requirements

2503. Signatories to permit applications and reports

- A. All permit applications shall be signed as follows:
1. For a corporation - by a responsible corporate officer. For the purpose of this Section responsible corporate officer means:
 - (a) 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
 - (b) The manager of one or more manufacturing, production, or operating facilities provided: the manager is authorized to make management decisions that 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 ensure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken together complete and accurate information for permit application requirements; and the authority to sign documents has been assigned or delegated to the manager in accordance with corporation 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 the purposes of this section a principal executive officer of a federal agency includes:
 - (a) The chief executive officer of the agency, or
 - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).
- NOTE: LDEQ does not require specific assignments or delegations of authority to responsible corporate officers identified in the Permit Standard Conditions, Section D.10.a.(1)(a). The agency will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified the state administrative authority to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions under Permit Standard Conditions, Section D.10.a.(1)(b) rather than to specific individuals.
- B. All reports required by permits and other information requested by the state administrative authority shall be signed by a person described in Permit Standard Conditions, Section D.10.a., or by a duly authorized representative of that person. A person is a duly authorized representative only if:
1. The authorization is made in writing by a person described in Permit Standard Conditions, Section D.10.a.
 1. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or well field, superintendent, position of equivalent

responsibility, or an individual or position having overall responsibility for environmental matters for the company, (a duly authorized representative may thus be either a named individual or any individual occupying a named position); and

3. The written authorization is submitted to the state administrative authority.

C. Changes to authorization. If an authorization under Permit Standard Conditions, Section D.10.b is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Section D.10.b must be submitted to the state administrative authority prior to or together with any reports, information, or applications to be signed by an authorized representative.

D. Any person signing any document under Permit Standard Conditions, Section D.10.a. or b shall make the following certification:

"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 am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

SIGNATORY AND AUTHORIZATION

Pursuant to the Water Quality Regulations (specifically LAC 33:IX.2503) promulgated September 1995, the state NOI must be signed by a responsible individual as described in LAC 33:IX.2503 and that person shall make the following certification:

"I certify under penalty of law that I have read and understand the Section A "Applicability" requirements for coverage under the general permit for short-term and emergency discharges. To the best of my knowledge, my facility is eligible for coverage under this general permit and its operation will not result in a discharge of pollutants from sources not covered by the general permit, or otherwise authorized by another individual or general permit."

"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 am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature _____
Printed Name _____
Title _____
Company _____
Date _____
Telephone _____

CHECKLIST

To prevent any unnecessary delay in the processing of your notice of intent to be covered under the general permit, please take a moment and check to be certain that the following items have been addressed and enclosed:

1. ALL questions and requested information have been answered (N/A if the question or information was not applicable).
2. ALL required maps, drawings, lab analysis, and other reports are enclosed.
3. The appropriate person has signed the signatory page.
4. Please forward the original and one copy of this NOI and all attachments.

ANY NOI THAT DOES NOT CONTAIN ALL OF THE REQUESTED INFORMATION WILL BE CONSIDERED INCOMPLETE. NOI PROCESSING WILL NOT PROCEED UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.

NOTE: UPON RECEIPT AND SUBSEQUENT REVIEW OF THE NOI BY THE WATER PERMITS DIVISION, YOU MAY BE REQUESTED TO FURNISH ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF THE PERMIT.