

*Surface Water Tracking, Reporting, and Electronic  
Application Management System (STREAMS)*

**Storm Water Discharges from Small and Large  
Construction Activities - General Permit**

**Creating Lot Applications**

May 6, 2016



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## **Construction Storm Water – Electronic Application Overview**

The STREAMS service provides the capability to electronically submit Construction Storm Water Lot permit applications that can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports list.). Applications that are created will be listed on the Application List where additional actions may be performed on them (ex. downloading PDF application, edit, delete, and delegate).

Working within your secure eBusiness Center account, the ease of use of the new innovative smart forms, one-click submittals without having to mail paper forms to the agency, and the ability to make fee payments online make the STREAMS service the go-to destination to submit your Construction Storm Water permit Lot permit application forms – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. non-compliance, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete each permit application has been graphically displayed below.

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# Service Activation

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## eBusiness Center

eBusiness Home My Account ▾

jrobert1



Welcome to the Ohio EPA eBusiness Center



Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water Credible Data	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Division of Surface Water NPDES Permit Applications		Active	<a href="#">view/edit</a>	
DMWM Compliance	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>	Inactive		
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-DMR	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
E2 Administration	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
OEEF Grant Service (No PIN Required)	<a href="#">Request</a>	Inactive		
Pay Ohio EPA Fees Online	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	<a href="#">Request</a>	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	<a href="#">Deactivate</a>	Active		

My Tasks (2)			
Name ▾	Status ▾	Created ▾	Action
PIN Activated	Active	03/30/2009 15:01:27	<a href="#">hide</a>
<a href="#">View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)</a>	Pending	10/05/2015 09:02:49	<a href="#">hide</a>

A *service* is a division within Ohio EPA that offers electronic services. To access STREAMS, click on *Division of Surface Water NPDES Permit Applications* (i.e., *STREAMS*) to select the service – you will be directed immediately.



# eBusiness Center

## Division of Surface Water NPDES Permit Applications Service Activation

Would like to activate this service for you account?

Yes

Cancel

The first time you select this service you will be prompted to activate it – simply click *Yes*. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications and various reports, and make fee payments using the ePayment Service.

## Creating Lot Permit Applications

State of Ohio | Ohio EPA | Logout



# eBusiness Center

eBusiness Center Admin ▾

jrobert1

Permit List 0 Add Permit

You do not have any permits associated with your account. If you have a permit and know the permit number please click the 'Add Permit' button above and enter your permit number. Once your permit has been added you can perform actions on that permit from the 'Actions' menu. For a detailed explanation click the 'Form Instructions' below.

Form Instructions

Application List 0 Create New Permit Application

Application ID ▾	Number ▾	Application Type ▾	Applicant Name ▾	Updated ▾	Status ▾	Actions
No items to display						

Report List 0 Create Report

Report ID ▾	Report Type ▾	Location Name ▾	Permit Number ▾	Updated ▾	Status ▾	Actions
<input type="text"/>						



To fill out and submit a Construction Storm Water lot permit application, first add the general permit number to the Permit List on your personal dashboard. *You can manage all of your permits by adding them to your Permit List.* Click the **Add Permit** button to begin.

### Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below. If you do not know the permit number, you can search for it here.

Permit Number

Enter your permit number and click the *Search* button.

### Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below. If you do not know the permit number, you can search for it here.

**Permit Number**

**Permit Search Results**

Number	US EPA #	Type	Name	Issue Date	Expiration Date	Status	Properties
1GC04269*AG	OHC000003	GENERAL	STONEBRIDGE MEADOWS PLAN DEVELOPMENT	5/11/12	4/20/13	ACTIVE	<input type="button" value="properties"/> <input type="button" value="Add Permit"/>

If a valid permit number has been entered the system will find the permit and display it in the Permit Search Results section. Click the **Add Permit** button to add the permit to your personal dashboard.

Permit List 6
Add Permit

Permit Number <span style="font-size: small;">^</span>	Name <span style="font-size: small;">v</span>	Type <span style="font-size: small;">v</span>	Issued <span style="font-size: small;">v</span>	Coverage <span style="font-size: small;">v</span>	Status <span style="font-size: small;">v</span>	Actions	Reporting
0GK00001*BG	Household Sewage Treatment system	General	1/16/2013		Active	Actions <span style="font-size: small;">v</span>	Reporting <span style="font-size: small;">v</span>
0GK00001*BG	Household Sewage Treatment system	General	1/16/2013		Active	Actions <span style="font-size: small;">v</span>	Reporting <span style="font-size: small;">v</span>
0GL00134*AG	Household Sewage Treatment system	General	8/21/2013		Active	Actions <span style="font-size: small;">v</span>	Reporting <span style="font-size: small;">v</span>
3GC06271*AG	ODOT ASHTABULA FACILITY PID #92265 PID - 92265	General	12/11/2012	1 Copermitee <span style="font-size: small;">v</span>	Active	Actions <span style="font-size: small;">v</span>	Reporting <span style="font-size: small;">v</span>
3GR01803*AG	UTC Aerospace Systems Landing Gear Plating Oper	General	11/21/2012		Active	Actions <span style="font-size: small;">v</span>	Reporting <span style="font-size: small;">v</span>
4IN00085*ED	Rickenbacker International Airport	NPDES Industrial	3/3/2012		Active	Actions <span style="font-size: small;">v</span>	Reporting <span style="font-size: small;">v</span>

Application List 17
Create New Permit Application

Application ID <span style="font-size: small;">v</span>	Number <span style="font-size: small;">v</span>	Application Type <span style="font-size: small;">v</span>	Applicant Name <span style="font-size: small;">v</span>	Updated <span style="font-size: small;">v</span>	Status <span style="font-size: small;">v</span>	Actions

From your personal dashboard, click the Actions dropdown to access management tools which will allow you to click **Create Lot Permit Application** and **Terminate Lot Permit**. *NOTE: You can also select the **Reporting** dropdown to access any number of reporting forms that can be submitted electronically within minutes – many of which apply to many of the other 20 permit types that can be instantly accessed within STREAMS.*

Click **Create Lot Permit Application** to open the Construction Storm Water lot permit application form.

Initial Permit Information

Select the type of permit application you wish to create

Construction Lot Permit

Existing NPDES permit number you want to add a LOT permit to:

3GC06271

Verify Permit Number

Cancel

Alternatively, from the personal dashboard you can click *Create New Application* and select *Construction Lot Permit*. Enter in the existing permit number and click the *Verify Permit Number* button

Initial Permit Information

Select the type of permit application you wish to create

Construction Lot Permit

Existing NPDES permit number you want to add a LOT permit to:

3GC06271

Verify Permit Number

Permit Number	US EPA #	Type	Name	Issue Date	Expiration Date	Permit Status	Action
3GC06271*AG	OHC000003	GENERAL	ODOT ASHTABULA FACILITY PID #92265 PID - 92265	12/11/12	4/20/13	ACTIVE	Create Application for Permit 3GC06271*AG

Cancel

If correct, click the *Create Application for Permit 3GC06271* button to open the lot application. *It is advised whenever possible to add the permit to the Permits List on the personal dashboard as it will allow you to conduct the various actions that are contained in the Actions dropdown for the permit.*

## Completing the Application

### General Lot Notice of Intent Application Form

 [Form Instructions](#)

General Application Information	
<b>Existing NPDES Permit Number:</b> 1GC04269*AG	
<b>General Permit Number:</b> OHC000004	<b>Type of Activity:</b> Construction Site Stormwater General Permit
<b>Initial Permittee Address:</b> STONEBRIDGE MEADOWS PLAN DEVELOPMENT INTERSECTION SR 718 & WASHINGTON RD TROY OH 45373	<b>Initial Permittee Contact Information:</b> JUDY TOMB (937) 332-7700 Judytomb@msn.com

Applicant Information/Mailing Address 191102765		
<b>Company (Applicant) Name</b>		
<input type="text" value="Name"/>		
<b>Company (Applicant) Mailing Address</b>		
<b>Mailing Address</b>		
<input type="text" value="Address"/>		
<b>City</b>		
<input type="text" value="City"/>		
<b>State</b>	<b>Zip Code</b>	<b>Country</b>

Information regarding the master permit is prepopulated. Fill in the Applicant Information on the form.

Facility/Site Location Information			
<b>Facility Name</b>			
STONEBRIDGE MEADOWS PLAN DEVELOPMENT			
<b>Facility/Site Location</b>			
<b>Address/Location</b>			
INTERSECTION SR 718 & WASHINGTON RD			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
TROY	OH	45373	
<b>County and Township Information</b>			
<b>County(ies)</b>		<b>Township(s)</b>	
Miami		CONCORD	
<b>Facility Contact Information</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	
JUDY	TOMB		
<b>E-mail Address</b>	<b>Phone</b>	<b>Fax</b>	
JUDYTOMB@MSN.COM	(937) 440-8262	(xxx) xxx-xxxx	

More information is prepopulated and not editable.

Lot Collection

Lot #	Estimated Start Date	Estimated Completion Date	Estimated Disturbed Acreage	Actions
				No items to display
				 <a href="#">Add New Lot</a>

General Lot NOI [EDIT](#)  
Construction Site Stormwater General Permit

[Validate](#) [Save](#) [Submit](#) [Exit](#)

The end of the form is the location to add a lot, simply click *Add New Lot* and add the lot information.

**Lot Information**

Enter your lot data here. If you need help...

**Lot Number**

**Project Start Date**

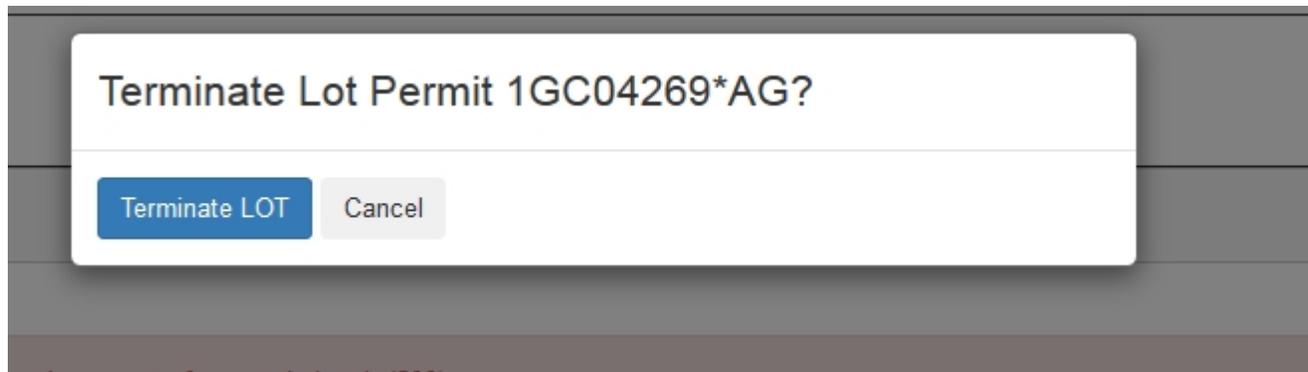
**Estimated Completion Date**

**Estimated Disturbed Acreage**

Save Exit

Fill out the lot number, start date, estimated completion date, and estimated disturbed acreage and click SAVE. You will be returned to the Lot Application where you can add more lots if needed or click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, click the **Submit** button to submit the form or the **Save** button to Save and Exit. *NOTE: The option to print, delete, edit, and delegate the application will be available from your personal dashboard.*

## Terminating Lot Permits



To terminate a lot, from your personal dashboard use the Actions dropdown and select ***Terminate Lot Permit***. The above box will appear, simply click ***Terminate Lot*** to open the NOT application form or ***Cancel*** to return back to the dashboard.



Lot Collection to be Terminated

**Lots (select all that apply)**

**Unselected Lots (13)**

- 10356 - (HAMPTON WOODS INC)
- 10357 - (HAMPTON WOODS INC)
- 10358 - (HAMPTON WOODS INC)
- 10359 - (HAMPTON WOODS INC)
- 10360 - (HAMPTON WOODS INC)
- 10362 - (HAMPTON WOODS INC)
- 10364 - (HAMPTON WOODS INC)
- 10369 - (HAMPTON WOODS INC)
- 10371 - (HAMPTON WOODS INC)
- 10373 - (HAMPTON WOODS INC)

**Add →**

**← Remove**

**Selected Lots (0)**

**Notice of Termination** [EDIT](#)

Construction Site Stormwater General Permit

[Validate](#) [Save](#) [Submit](#) [Exit](#)

Finally highlight the particular Lot(s) to be terminated and click the **Add** button to select it. If you have selected an incorrect Lot simply highlight it and click the **Remove** button. You now have the options to click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, you can click the **Submit** button to submit the form or the **Save** button to Save and Exit. *NOTE: The option to print, delete, edit, and delegate the application will be available from your personal dashboard.*

## Submitting Applications

The image shows a web application interface with a modal overlay. The background is a form titled "Form Instructions" with sections for "General Application Type", "Renewal Coverage", "Applicant Information", "Company (Applicant)", "Mailing Address", "City", "State", and "County". The modal overlay contains two paragraphs of text, a security question, and two input fields. At the bottom right of the modal are "Submit" and "Cancel" buttons.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

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.

**Security Question: What color is red?**

...

**PIN:**

.....

Submit Cancel

When you click the **Submit** button, you will be prompted to answer a security question and enter your PIN (i.e., your personal electronic signature). Enter this information and click the **Submit** button.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

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.

 The PIN entered was incorrect. Please try again.

**Security Question: What color is red?**

Answer

**PIN:**

PIN

Last Name

Entering in an incorrect security question answer or PIN will result in a red error message – simply just reenter this information and click the **Submit** button again.

## Editing, Deleting, and Delegation

Permit List 2 Add Permit

Permit Number <sup>▲</sup>	Name <sup>▼</sup>	Type <sup>▼</sup>	Issued <sup>▼</sup>	Coverage <sup>▼</sup>	Status <sup>▼</sup>	Actions	Reporting
3GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active	<span>Actions ▼</span>	<span>Reporting ▼</span>
4PV00110*CD	Hayden Heights MHP	NPDES Municipal	5/23/2014		Active	<span>Actions ▼</span>	<span>Reporting ▼</span>

1 - 2 displayed , 2 in total

Application List 2 Create New Permit Application

Application ID <sup>▼</sup>	Number <sup>▼</sup>	Application Type <sup>▼</sup>	Location Name <sup>▼</sup>	Created <sup>▼</sup>	Status <sup>▼</sup>	Actions
188228295	4PV00110*CD	Individual	Haden Heights MHP	9/22/2015	Edit	<span>Actions ▼</span>
188228170	<i>not yet assigned</i>	Notice of Intent	Test Facility			<ul style="list-style-type: none"> <li>Download Application PDF</li> <li>Edit Application</li> <li>Delete Application</li> <li>Delegate Application</li> </ul>

If you saved the application form and chose not to submit it immediately, it will now be housed on the Application List on your personal dashboard where you can now perform the tasks under the **Actions** dropdown. You have the ability to **Download a PDF copy** of the application, open the application back up in **Edit** mode, **Delete** it, or **Delegate** the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it).

State of Ohio | Ohio EPA | Logout

**hio**  
Ohio Environmental Protection Agency

eBusiness Center

jobtest1 - Test Ac

### Delete Application Confirmation

Delete application 188228295. This action can't be undone and you will lose all data entered for this application.

Permit List

Permit Number <sup>▲</sup>	Name <sup>▼</sup>	Type <sup>▼</sup>	Issued <sup>▼</sup>	Coverage <sup>▼</sup>	Status <sup>▼</sup>	Actions	Reporting
3GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active	<input type="button" value="Actions"/>	<input type="button" value="Reporting"/>
4PV00110*CD	Hayden Heights MHP	NPDES Municipal	5/23/2014		Active	<input type="button" value="Actions"/>	<input type="button" value="Reporting"/>

1 - 2 displayed , 2 in total

Application List 2

Application ID <sup>▼</sup>	Number <sup>▼</sup>	Application Type <sup>▼</sup>	Location Name <sup>▼</sup>	Created <sup>▼</sup>	Status <sup>▼</sup>	Actions
188228295	4PV00110*CD	Individual	Haden Heights MHP	9/22/2015	Edit	<input type="button" value="Actions"/>

If you decide to delete the application form that you have created, simply click on the **Actions** dropdown and select **Delete Application**. A confirmation window will prompt you to confirm the deletion of the application. If confirmed, the application will no longer be present on your dashboard – you can now continue working in STREAMS or even create another application.

State of Ohio | Ohio EPA | Logout

**Ohio**  
Ohio Environmental Protection Agency

eBusiness Center

Permit List

Permit Number

3GK00833\*E

4PV00110\*O

Application

Application Number

188228295

188228170

1 - 2 displayed , 2 in total

jobtest1 - Test Account

Add Permit

Reporting

Reporting

Reporting

1 - 2 displayed , 2 in total

Permit Application

Actions

Actions

Actions

1 - 2 displayed , 2 in total

### Delegate Application to Another User

**Current Application Associations**

**Application 188228295 Information**  
 Haden Heights MHP  
 INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action
<p>You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.</p>			
User ID	First Name	Last Name	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	
			Done

If you choose to delegate an application form, simply click on the **Actions** dropdown and select **Delegate Application**. The system will prompt you to search for the account holder that you want to delegate to. If you know their eBusiness Center account User ID, simply type it in and click **Search**. TIP: Do not fill in all search fields (for example, if you do not know the User ID, simply type in their last name and click **Search**.)

## Delegate Application to Another User

Current Application Associations

**Application 188228295 Information**  
Haden Heights MHP  
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action
---------	---------	-------------------	--------

You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text" value="Roberts"/>

Account Search Results **41** Filter:

User ID	Name
<a href="#">0857731524</a>	John Roberts
<a href="#">1122324</a>	stephen roberts
<a href="#">12049043</a>	Lisa Roberts
<a href="#">6231741131</a>	Craig Roberts

The example above is a search by the Last Name of “Roberts”. The system returns a list of all user names that match, simply click the User ID to the left to delegate access to the application/report that you have created and saved.

## Delegate Application to Another User

Current Application Associations

**Application 188228295 Information**  
Haden Heights MHP  
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action
---------	---------	-------------------	--------

You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	Roberts

You have selected the following account. If this is correct select the 'Delegate' button to associate this account with your application. If this is not the correct account please refine your search criteria and search again.

**jrobert1**  
James Roberts  
50 West Town Street  
Columbus OH, 43215

A confirmation will be shown of the account holder that you selected, simply click the **Delegate** button to complete the delegation. At this point, the account holder you have delegated can log into their personal eBusiness Center account and will have the application/report listed on their dashboard.

## **ePay – Fee Payment**

There are no fees associated with this general permit.

## **Technical Support**

For permit specific questions, contact the particular permit section at Ohio EPA or your Ohio EPA permit writer assigned to the particular permit. For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, don't hesitate to contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to remain current on relevant topics, obtain value-added tips, streamline efforts, and to always have a go-to contact when you need one.

The preferred method of communication is through email as the administrator can email you personalized click-by-click instructions. If you leave a voice mail or send an email, you will receive expert advice from the administrator -- nearly 95% of technical assistance requests are handled within minutes, but can take up to 24 hours if the administrator is out of the office or away from the desk.

**BUSINESS HOURS:** Mon-Fri: 8:15 a.m. – 4:45p.m

Jamie Roberts  
Data System Analyst  
Division of Surface Water  
50 West Town Street, Suite 700  
Columbus, OH 43215

[James.Roberts@epa.ohio.gov](mailto:James.Roberts@epa.ohio.gov)  
Phone: (614) 644-2054

eBusiness Center (PINS & Passwords): (877) 372-2499

## **Appendix I**

### **Division of Surface Water - Instructions for Completing the Individual Lot Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage**

## **Appendix II**

### **Instructions for Completing the Ohio EPA Individual Lot Notice of Termination (NOT) Form to Terminate NPDES Construction Storm Water General Permit Coverage**



## Division of Surface Water - *Instructions for Completing the Individual Lot Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage*

### Who Must File an Individual Lot NOI Form

Federal law at 40 CFR Part 122 prohibits point source discharges of storm water associated with construction activity to a water body(ies) of the United States without a National Pollutant Discharge Elimination System (NPDES) permit. A contractor/builder that has such a storm water discharge must submit a NOI to obtain coverage under a NPDES construction general permit, unless the original owner/developer retains responsibility. If you have questions about whether you need a permit under the NPDES storm water program or if you have questions regarding the completion of this form, contact Michael Joseph of the Ohio EPA Storm Water Unit at (614) 752-0782.

### Where to File an Individual Lot NOI Form

The application is required to be submitted online in the Ohio EPA eBusiness Center. If unable to send online, thus demonstrating a hardship, hard copies may be mailed to:

Ohio Environmental Protection Agency  
DSW - General Permit Program  
P.O. Box 1049  
Columbus, OH 43216-1049

### Completing the Form

Please complete the fill-in form on-line at [www.epa.ohio.gov/dsw/storm/index.aspx](http://www.epa.ohio.gov/dsw/storm/index.aspx) or print legibly. Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item.

### Section I - Applicant Information/Mailing Address

Give the legal name of the person, firm, public organization, or any other entity that is performing the construction of the site. The responsible party is the legal entity that controls the site rather than the job site supervisor. Do not use a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES requirements. Enter the complete address and telephone number of the applicant (provide phone number as: area code exchange number). Correspondence will be mailed to this address.

### Section II - Site Location Information

Enter the official or legal name of the site and complete address, including city, state, zip code and county. If the site lacks a street address, indicate the state and latitude and longitude of the facility to the nearest 15 seconds (provide coordinates as: (degrees) (minutes) (seconds) using 2 digits in each space) of the approximate center of the site.

### Section III - Construction Activity Information

Enter the project start date, estimated completion date, and the disturbed acreage for each lot. Provide dates as month day year using two digits for the month and day and four digits for the year (example: October 1, 1993 would be 10 01 1993).

### Section IV - Certification

Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows.

For a corporation; by a responsible corporate officer, which means: (1) 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 (2) 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;

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

### General

This form has been designed to be read by an optical scanner. Therefore all responses must be typewritten in the spaces provided. Do not fold, staple, or use correction fluid on this form. Forms transmitted by FAX will not be accepted. Incomplete forms will be returned to the applicant for resubmittal.



## Instructions

# Instructions for Completing the Ohio EPA Individual Lot Notice of Termination (NOT) Form to Terminate NPDES Construction Storm Water General Permit Coverage

### Where to file the Individual Lot NOT form

The application is required to be submitted online in the Ohio EPA eBusiness Center. If unable to send online, thus demonstrating a hardship, hard copies may be mailed to:

Ohio Environmental Protection Agency  
DSW - General Permit Program  
P.O. Box 1049  
Columbus, OH 43216-1049

### Completing the Form

All responses must be typewritten or printed legibly in the appropriate areas only. Forms transmitted by FAX will not be accepted. Complete all sections of the Individual Lot NOT form. Incomplete forms will be returned to the applicant for resubmittal.

Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item. Use one space for breaks between words but not for punctuation marks unless they are needed to clarify your response.

### Section I - Permit Information

Circle the appropriate construction storm water general permit which coverage has been granted under and enter the existing facility NPDES general permit number assigned to the developer for which you are submitting this Individual Lot NOT. If you do not know the permit number, contact the Ohio EPA Storm Water Section at (614) 644-2001.

### Section II - Owner/Applicant Information/Mailing Address

This information should appear on the Individual Lot NOT form as it appears on the Individual Lot Notice of Intent (NOI) application.

Give the legal name of the person, firm, public organization, or any other entity that operates the facility or site described in the application. Do not use a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES permit requirements. Enter the complete address and telephone number of the operator (provide phone number as: area code exchange number).

### Section III - Facility/Site Location Information

This information should appear on the Individual Lot NOT form as it appears on the original Individual Lot NOI application.

Enter the facility's or site's contact person, official or legal name and complete address, including city, state, zip code, county, township, and section. If the facility lacks a street address, indicate the street name and approximate location.

### Section IV - Reason for Termination

Indicate your reason for submitting this Individual Lot NOT by placing an "X" on the appropriate space. You may indicate more than one reason.

### Section V - Individual Lot(s) with Coverage Being Terminated

Indicate each subplot number and the corresponding street address for each subplot where construction activities have been completed.

### Section VI - Standard Certification

State the name of the person that signed the Individual Lot NOI application and have that person sign and date the Individual Lot NOT form to certify that construction activities have been completed.

### Signatory Requirements

Federal statutes provide for severe penalties for submitting false information on the Individual Lot NOT form. Federal regulations require this application to be signed as follows.

For a corporation; by a responsible corporate officer, which means: (1) 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 (2) 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;

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