



## Type 2.01 Administrative Checklist

<b>Name of Permittee:</b>		<b>Date NOI Received:</b>	
<b>Name of Facility:</b>		<b>Inventory Number:</b>	
<b>Today's Date:</b>		<b>Reviewer:</b>	

REQUIREMENTS		Meets Requirements			REMARKS
		YES	NO	N/A	
<b>Notice of Intent to Discharge A.A.C. R18-9-A301(B)(2)</b>					
a	The name, address, and telephone number of the applicant				
b	The email address of the applicant				
c	The name, address, and telephone number of a contact person familiar with the operation of the facility				
d	The name, position, address, and telephone number of the owner or operator of the facility who has overall responsibility for compliance with the permit				
e	The legal description of the discharge areas, including the latitude and longitude coordinates (County Assessors office or equivalent)				
f	A narrative description of the facility or project, including expected dates of operation, rate, and volume of discharge				
g	The information required for the general permit				
h	A listing of any other federal or state environmental permits issued for or needed by the facility, including any individual permit, Groundwater Quality Protection Permit, or Notice of Disposal that may have previously authorized the discharge				
i	A signature on the Notice of Intent to Discharge certifying that the permittee agrees to comply with all requirements of this Article, including specific terms of the applicable general permit				
<b>Notice of Intent to Discharge A.A.C. R18-9-C301(B)</b>					
1	The Department <b>registration number</b> for the drywell or documentation that a drywell registration form was submitted to the Department				
2	For a drywell constructed before January 1, 2001, a <b>certification</b> signed and sealed by an Arizona-registered professional engineer or geologist that a site investigation has concluded either of the following:				

REQUIREMENTS		Meets Requirements			REMARKS
		YES	NO	N/A	
2(a)	Analytical results from sampling of the settling chamber sediment for pollutants reasonably expected to be present do not exceed the residential soil remediation levels or groundwater protection levels, or				
2(b)	Soil-borings or groundwater investigations indicate that an Aquifer Water Quality Standard in groundwater beneath the drywell has not been exceeded				
2(c)	The settling chamber does not contain sediments that could be used to characterize and compare results to soil remediation levels and the chamber has not been cleaned out within the last six months				
<b>Design Requirements</b> <b>A.A.C. R18-9-C301(C)</b>					
1	Locate the drywell no closer than 100 feet from a water supply well and 20 feet from an underground storage tank				
2	Clearly mark the drywell "Storm Water Only" on the surface grate or manhole cover				
3	Locate the bottom of the drywell hole at least 10 feet above the groundwater table. The applicant shall seal off any zone of perched water above the groundwater table from the drywell following the requirements established under 12 A.A.C. 15, Article 8; and				
4	Ensure that the drywell design includes a flow control or pretreatment device, such as an interceptor, sump, or another device or structure designed to remove, intercept, or collect pollutants				
<b>Best Management Practices Plan</b> <b>A.A.C. R18-9-C301(D)(5)</b>					
a	A site plan showing surface drainage patterns and the location of floor drains, water supply, monitor wells, underground storage tanks, and chemical and waste usage, storage, loading, and treatment areas. The site plan shall show surface grading details designed to prevent drainage and spills of hazardous substances from leaving the drainage area and entering the drywell				
b	A design plan showing details of drywell design and drainage design, including flow control or pretreatment devices, such as interceptors, sumps, and other devices and structures designed to remove, intercept, and collect pollutants				
c	Procedures to prevent and contain spills and minimize discharges to the drywell				
d	Operational practices that include routine inspection and maintenance of the drywell, periodic inspection of waste storage facilities, and proper handling of hazardous substances to prevent discharges to the drywell				
e	Procedures for periodic employee training on practices required by the Best Management Practices Plan				

REQUIREMENTS	Meets Requirements			REMARKS
	YES	NO	N/A	
Applicable Fee of \$1500.00 (A.A.C. R19-14--102)				

**COMMENTS**

#	DESCRIPTION
[1]	
[2]	
[3]	