



# NOTICE OF INTENT (NOI)

**for Construction Activity Discharges  
to Waters of the United States under the  
AZPDES Stormwater Construction General Permit  
(AZG2013-001)**

**FOR COVERAGE, A COMPLETE AND ACCURATE NOI (INCLUDING REQUIRED FEE) MUST BE SUBMITTED TO:  
Arizona Department of Environmental Quality, Surface Water Section / Stormwater and General Permits Unit  
1110 West Washington Street, 5415A-1, Phoenix, Arizona 85007**

Is this NOI a revision to a project filed under the 2013 AZPDES Stormwater Construction General Permit?  YES  NO If Yes, complete the following:

- Provide your current authorization number: AZCON - \_\_\_\_\_
- Provide the name of the project / site in Part II below. You do not need to complete the entire form. Provide only the information that is being changed from the original NOI.
- Complete the certification in Part VI (including signature of authorized signer).

(ADEQ Use Only)  
**Authorization Number:**

Is the site located on Indian Country Lands?

YES  NO

**I. OPERATOR (Applicant) INFORMATION:**

- Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- E-mail address: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- Operator's Business Name: \_\_\_\_\_
- Operator's Mailing Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Business Status: Federal:  State:  Other Public:  Private:  Other:

**II. CONSTRUCTION ACTIVITY INFORMATION:**

- Project/Site Name: \_\_\_\_\_
- Site physical location (Provide address. If no address, provide driving directions from nearest municipality):  
\_\_\_\_\_  
\_\_\_\_\_
- City: \_\_\_\_\_ State: **AZ** Zip Code: \_\_\_\_\_ County: \_\_\_\_\_
- County Parcel No. (at main entrance): \_\_\_\_\_ Phone Number: \_\_\_\_\_
- Type of Project (subdivision, commercial, road, pipeline, utility, ADOT project, etc.): \_\_\_\_\_

**II. CONSTRUCTION ACTIVITY INFORMATION (continued)**

- Estimated Project Start Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_  
Month/Day/Year Month/Day/Year
- Is the project part of a larger common plan of development? \_\_\_\_YES \_\_\_\_NO
- Estimate of total acres (to nearest whole acre) to be disturbed by the entire construction activity: \_\_\_\_\_
- Estimate of total acres (to nearest tenth of an acre, if <1) to be disturbed by your operations: \_\_\_\_\_

**III. DISCHARGE LOCATION**

- Provide the latitude and longitude of the construction site at the point nearest the receiving water (natural water course):  
Latitude: |\_|\_|° |\_|\_|' |\_|\_|. |\_|\_|" Longitude: |\_|\_|° |\_|\_|' |\_|\_|. |\_|\_|"  
(Degrees, minutes, seconds) (Degrees, minutes, seconds)
- Identify the closest receiving water to the construction site (e.g., dry washes, named and unnamed waterbodies, etc.):  
\_\_\_\_\_
- Is there a potential for any discharges from the site to enter a municipal separate storm sewer system (MS4), canal, or a privately owned conveyance? \_\_\_\_YES \_\_\_\_NO  
If yes, enter the name of the MS4, canal, or conveyance owner: \_\_\_\_\_
- Is the site located within 2.5 miles of a perennial or intermittent water? \_\_\_\_YES \_\_\_\_NO

**IV. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

A SWPPP must be developed in accordance with the terms of the general permit before completing and submitting this NOI.

- \_\_\_\_ I confirm that a SWPPP meeting the requirements of the Stormwater Construction General Permit (No. AZG2013-001) has been developed and will be implemented prior to commencing construction activities at this site. The SWPPP will be located at the site during construction activities. If this is a late NOI, a SWPPP has been developed and implemented prior to submitting this NOI.
- When construction activities are not actively underway, the SWPPP will be available at the following location:  
\_\_\_\_\_
- Name of SWPPP Contact Person: \_\_\_\_\_
- Telephone Number of SWPPP Contact Person: \_\_\_\_\_
- Is the site located within 1/4 mile of an Impaired or Outstanding Arizona Water: \_\_\_\_YES \_\_\_\_NO  
\_\_\_\_ If yes, a copy of my SWPPP is included with this NOI for review by ADEQ.

**V. PERMITTING FEE SCHEDULE (AZPDES fees are set in Arizona Administrative Code, R18-14-109)**

\_\_\_ I confirm that the correct fee payment is included with the NOI:

\_\_\_ Less than or equal to 1 acre: \$250.00 \*

\_\_\_ Greater than 1 acre, but less than or equal to 50 acres: \$350.00

\_\_\_ Greater than 50 acres: \$500.00

\_\_\_ Review of SWPPP by ADEQ, if required (see section IV above): add \$1,000.00

Total fee payment included: \$ \_\_\_\_\_

\_\_\_ No fee is required. The signer below represents an Arizona state agency (exempt from AZPDES fees).

\_\_\_ No fee is required. This is an amendment of an NOI previously filed under the 2013 Stormwater Construction General Permit, for which the fee was paid or not required.

\* *(If the project will disturb less than one acre, Stormwater Construction General Permit coverage is required only if the project is part of a larger common plan of development or sale that will ultimately disturb one acre or more.)*

**VI. CERTIFICATION BY AUTHORIZED SIGNATORY (see Appendix B.9 of the General Permit for requirements)**

Pursuant to A.R.S. § 41-1030:(1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.(2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application. (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

"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 ensure that qualified personnel gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, I believe the information submitted is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, as the operator, I certify that I have reviewed and will comply with all the terms and conditions stipulated in the Stormwater Construction General Permit (AZG2013-001)."

➤ Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

➤ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

➤ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

➤ Business Name: \_\_\_\_\_

➤ Address: \_\_\_\_\_

➤ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



# AZPDES Construction General Permit — AZG2013-001

## NOI INSTRUCTIONS

### For Obtaining Authorization to Discharge Stormwater from Construction Activities

#### Who Must File a Notice of Intent (NOI)?

Each “operator” of a construction site is required to complete an NOI. Generally, “operator” means any person who has operational control over the activities occurring on the site (i.e., control over plans, specifications, day to day activities, stormwater controls, etc.). An operator may include the property owner, developer and/or contractor. Typically more than one operator works on a construction project; therefore, if any of these persons has operational control of the construction project, EACH PERSON IS REQUIRED TO APPLY AS AN OPERATOR for permit coverage using a separate NOI. Only one person from each company or municipality should submit the NOI for the project. However, if a company manages the site under separate divisions, e.g., land development and vertical development, the company may submit more than one NOI per project.

#### When to File the NOI Form

##### **DO NOT FILE THE NOI UNTIL YOU HAVE READ THE CONSTRUCTION GENERAL PERMIT AND THESE INSTRUCTIONS.**

First, determine your eligibility to be covered under the 2013 Construction General Permit (CGP) (see Parts 1.2 and 2.2 of the permit). Next, prepare your Stormwater Pollution Prevention Plan (SWPPP) (Part 6). Finally, answer all questions correctly on the NOI form (Part 2.3). All of this must be done before you sign the certification statement on the NOI in “good faith.” **NOTE:** Allow yourself enough time to gather the information necessary to complete the NOI form and develop a site-specific Stormwater Pollution Prevention Plan (SWPPP). Ground disturbance at the site cannot begin until you receive an NOI Certificate from ADEQ.

Keep in mind that, depending on the location of the project, authorization for permit coverage may be delayed for 30 calendar days. Refer to Part 2.3(3) of the permit for more information on the effective date of permit coverage.

If any part of your project is within 1/4 mile of any impaired or outstanding Arizona water, you must submit your SWPPP with the NOI. The 2010 303(d) List and other impaired waters can be found at <http://www.azdeq.gov/environ/water/assessment/assess.html>.

A list of outstanding Arizona waters (A.A.C. R18-11-112) can be found at [http://www.azsos.gov/public\\_services/Title\\_18/18-11.htm](http://www.azsos.gov/public_services/Title_18/18-11.htm).

**If you have any concerns about the timing for coverage under this permit, YOU ARE ENCOURAGED TO SUBMIT YOUR NOI EARLY!**

#### Where to File the NOI Form

##### Mail or Deliver to:

Arizona Department of Environmental Quality  
Surface Water Section / Stormwater & General Permits Unit  
1110 West Washington Street, 5415A-1  
Phoenix, AZ 85007

Make at least three copies of the signed NOI. Place a copy in your SWPPP, send a copy to the address above with a check for the NOI fee. If applicable, send the third copy to the operator of the municipal separate storm sewer system (MS4), in accordance with Parts 2.3(2)(k) and 2.3(5) of the permit. See page 3 of these instructions for a list of applicable MS4s.

ADEQ will send you a letter regarding authorization status. You may also verify receipt of the NOI and check the status of the authorization by either visiting our NOI Construction Database at <http://azdeq.gov/databases/azpdessearch.html> or by calling the ADEQ NOI Processing Center at (602) 771-7614.

For specific information about the program or the permit, visit our website at <http://www.azdeq.gov/environ/water/permits/stormwater.html#const> or contact us at (602) 771-4508.

#### Instructions for Completing the NOI Form

To receive coverage under the 2013 CGP, the NOI form must be COMPLETE and ACCURATE. Parts 2.1, 2.2 and 2.3 of the permit provide complete information on the NOI requirements. Please provide an email address in Sections I and VI of the NOI form.

##### **1st BLOCK – Is this NOI a revision?**

Indicate whether this form is a revision to an NOI form you previously submitted and obtained authorization for under the AZPDES CGP (effective June 3, 2013). Instances where you would check “yes,” could include updating mailing information, changing the name of the contact person, or revising the location of the SWPPP. However, changes to the latitude or longitude and acreage changes will not be accepted and a new NOI will be required.

##### **2nd BLOCK – Indian Country Lands**

Indicate whether your site is located on Indian Country Lands. If located solely on Indian Country Lands, you must submit your NOI to EPA for permit coverage. If your site is on both Indian Country Lands and private lands, you will need to break out each area and submit NOIs to both ADEQ and EPA. For more information please see EPA’s NPDES Stormwater Information Page at <http://www.epa.gov/region9/water/npdes/stormwater.html>.

#### **Section I. OPERATOR (Applicant) INFORMATION**

Place the name of the contact and the operator business name and mailing address in the blanks provided. The contact name indicated here is the person responsible for the terms and conditions of the Construction General Permit or the person who serves as a contact between ADEQ and the permittee. In many cases, this will be the same person who signs the certification statement in Section VI.

Check the appropriate box to reflect the operator’s “business status.”

#### **Section II. CONSTRUCTION ACTIVITY INFORMATION**

Identify a name that is consistently used to reference the project under “Project/Site Name.”

Indicate the address of the project. If no address is available, describe the physical location of the site, including directions for driving to the site with sufficient detail that the site could be reached from the nearest municipality. (Section, range, and township are not appropriate for driving directions – do not provide.) Specify the city (if within municipal boundaries), county, and zip code for the project site.

Provide the County Parcel Number for the property at the main entrance of the construction site.

Provide a telephone number, preferably at the site where a knowledgeable project representative can be reached.

Indicate what type of project the construction is (examples, ADOT Project, airport, commercial, flood control, mining/sand & gravel, municipal/public, other, recreational area, residence, roads, school, subdivision, or utility).

Provide an estimate of the earliest start and latest completion date (through the completion of final stabilization) for your construction project. Specify a month, day, and year. The end date you provide is only an estimate. If your project continues past the estimated end date, there is no need to revise your NOI. Your permit coverage will continue until the permit expires June 2, 2018 or until you file a Notice of Termination (NOT).

A “larger common plan of development or sale” is:

(1) A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one project plan. For example, if a developer buys a 20-acre lot and builds roads, installs pipes, and runs electricity with the intention of constructing homes or other structures sometime in the future, this would be considered a larger common plan of development

or sale. If the land is parceled off or sold, and construction occurs on plots that are less than one acre by separate, independent builders, the construction activity would still be part of the common plan of development and subject to stormwater permitting requirements if the smaller plots were included on the original site plan. A larger common plan of development or sale also applies to other types of land development such as industrial parks or well fields.

(2) Where there is any documentation or announcement (including a sign, public notice or hearing, advertisement, drawing, permit application, zoning request, etc.) that links the separate construction activities or project phases together under a common project plan.

Specify the total acres to be disturbed with the entire construction project to the nearest acre. For example, if the project is a 14 acre golf course, which is part of a 40 acre master-planned project, indicate "40 acres" in this blank.

Specify the total acres to be disturbed by the operation (*i.e.* your project) to the nearest tenth of an acre, if less than one acre. For example, if your construction project is a 51 acre subdivision, which is part of a 230 acre subdivision, indicate "51 acres" in this blank.

### Section III. DISCHARGE LOCATION

Provide an accurate latitude and longitude of the construction site at the point nearest the receiving water. Common tools that you can use to determine latitude and longitude include Global Positioning System (GPS) devices, topographic maps, or internet mapping sites. The SMART NOI on-line system also includes a mapping system to enable you to easily determine latitude and longitude. The latitude and longitude must be reported in degrees, minutes, seconds format. The latitude must have at least six digits. The longitude must have at least seven digits. This information is critical for accurately locating your site, mapping it on state geographic information system environmental maps, and for determining which provisions of this permit may apply.

Operators have the option to use ADEQ's Geographic Information System (GIS) tool to determine latitude and longitude. Go to: <http://www.azdeq.gov/function/programs/gis.html>, click on "Watersheds" under "Water Quality"

For linear construction projects (which are typically longer than wide with a basically uniform width) such as roads, utility lines and pipelines, provide the latitude and longitude of the discharge location, as applicable:

- (1) If any portion of the construction site is located within 1/4 mile of any impaired water or outstanding Arizona water, provide the coordinates closest to that water body.
- (2) If the construction site has only one discharge location, provide the coordinates for the discharge location.
- (3) If the construction site has multiple discharge locations, provide the coordinates at the mid-point of the project's length.

Identify the closest receiving water to the construction site. A receiving water is a natural watercourse into which stormwater would flow in a storm event and includes dry washes, streams, tributaries, and other waters of the U.S. (such as designated canals). Some receiving waters may be unnamed washes or tributaries, and these must also be indicated on the NOI form as "unnamed." Man-made structures such as retention basins, storm sewer systems, or city storm drains are not receiving waters. "None" is not an acceptable answer to this question.

Identify whether there is a potential for any discharges from the site to enter a MS4 or privately owned conveyance such as a canal. MS4s include streets gutters, ditches, and flood control channels/structures. Check "yes" if the site is located within or adjacent to an MS4. If you check "yes," identify the name of the system owner (for example: a city, county, irrigation district, or military installation). See page 3 of these instructions for a list of applicable MS4s.

Determine whether the site is located within 2.5 miles of a perennial or intermittent water body. Do not leave this question blank, because your authorization may be denied or the default answer may be "yes", in which case your site may not be eligible for any of the reduced stabilization options described in Part 3.1.2.3. If you are granted authorization under this permit, but failed to answer this question, you will be required to perform temporary stabilization within 14 calendar days of ceasing activities on any portion of the site. See Part 3.1.2.1 for complete requirements. Operators are advised to consult any general location map (such as a U.S. Geological Survey quadrangle map) with enough detail to identify the location of the project and surface waters receiving stormwater discharges from the facility.

### Section IV. STORMWATER POLLUTION PREVENTION PLAN

To obtain permit coverage you must confirm, by checking the appropriate field, that you have a SWPPP that meets the requirements of the permit and that you will implement the SWPPP prior to starting construction. This confirmation also affirms that the SWPPP will be located at the site. A checklist for completing the SWPPP can be found at <http://azdeq.gov/function/forms/appswater.html#cgp>.

Provide the address where the SWPPP will be available for viewing when construction activities are not actively underway.

Include the name and telephone number of a contact person that has access to and can provide the SWPPP upon request.

If any part of the project is located within 1/4 mile of an impaired or outstanding Arizona water, you must check "yes", and **enclose a copy of the SWPPP with your NOI with the applicable SWPPP review fee.** Your NOI will not be considered complete and you will not be eligible for permit coverage until a complete SWPPP is submitted, as described in Part 6 of the permit.

### Section V. PERMITTING FEE SCHEDULE

**Initial Fee** – For the NOI to be complete, the operator must include payment for the initial permitting fee. This fee is based on the acreage to be disturbed by the project and, when applicable, the SWPPP review fee. See Section V of the NOI form for the permitting fee schedule.

**Annual Fee** – ADEQ will send an annual fee invoice for the same amount as the initial fee (minus any SWPPP review fee) on the anniversary date of permit coverage each year until the operator submits a Notice of Termination. These fees cover ADEQ's cost to administer the construction stormwater program.

Additional information about ADEQ's water quality protection service fees, including FAQs, can be found at: <http://www.azdeq.gov/environ/water/permits/fees.html>

### Section VI. CERTIFICATION BY AUTHORIZED SIGNATORY

The operator applying for coverage must sign the certification statement verifying that the information is true and that the operator will comply with the permit. (**NOTE:** An unsigned NOI form will prevent authorization of permit coverage.) State statutes and rules provide for severe penalties for submitting false information on this application form. State regulations require this application to be signed and certified by the proper person as follows:

**For a corporation:** By a responsible corporate officer. A 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 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, respectively; or

**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 is the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

**NOTE: The authorized signatory must be employed by the same company as the operator in Section I.** Operators cannot delegate the responsibility for signature on an NOI form to consultants, agents, or any other third party. A physical address is required in Section VI. **DO NOT** use a PO Box.

## Municipal Separate Storm Sewer Systems (MS4)

(Large\* and Small)

Municipal separate storm sewer means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains). A municipal separate storm sewer system is:

1. Owned or operated by a state, city, town, district, association, or other public body having jurisdiction over disposal or sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the Clean Water Act that discharges to waters of the United States;
2. Designed or used for collecting or conveying stormwater;
3. Not a combined sewer; and
4. Not part of a Publicly Owned Treatment Works (POTW).

Apache Junction	Douglas	Mesa*	Sedona
Arizona Dept. of Transportation*	El Mirage	Mohave County	Sierra Vista
Arizona State University	Flagstaff	Nogales	South Tucson
Avondale	Fountain Hills	Northern Arizona University	Surprise
Buckeye	Gilbert	Oro Valley	Tempe*
Camp Verde	Glendale*	Paradise Valley	Tolleson
Carefree	Goodyear	Peoria	Tucson*
Casa Grande	Guadalupe	Phoenix*	University of Arizona
Cave Creek	Lake Havasu	Pima County*	Veterans Hospital – Phoenix
Chandler	Litchfield Park	Pinal County	Veterans Hospital – Tucson
Cochise County	Luke Air Force Base	Prescott	Yavapai County
Coconino County	Marana	Prescott Valley	Youngtown
Cottonwood	Maricopa County	Queen Creek	Yuma
Davis Monthan Air Force Base	Marine Corps Air Station – Yuma	Scottsdale*	Yuma County