

**"HOW TO FILE A COMPLETE  
NOTICE OF INTENT"**

For

NPDES General Permit No.1  
for "Storm Water Discharge  
Associated With Industrial Activity"

or

NPDES General Permit No.2  
for " Storm Water Discharge  
Associated with Industrial Activity  
for Construction Activities"

or

NPDES General Permit No.3  
for "Storm Water Discharge Associated with  
Industrial Activity for Asphalt Plants,  
Concrete Batch Plants, Rock Crushing Plants  
and Construction Sand and Gravel Facilities"

In accordance with the Clean Water Act, all industrial facilities that discharge storm water meeting the definition of storm water associated with industrial activity must apply for coverage under a National Pollutant Discharge Elimination System (NPDES) permit.

These instructions are provided to assist activities that need to notify the Iowa Department of Natural Resources (IDNR) of their storm water discharge to be covered under Iowa's NPDES General Permit No. 1, General Permit No. 2 or General Permit No. 3.

The instructions are the same for all general permits. When a discharger provides a complete Notice of Intent to the IDNR, its storm water discharges will be subject to the terms and conditions of the appropriate general permit unless notified by the IDNR.

A pollution prevention plan is required for all storm water permits. The plan must be completed before submittal of the Notice of Intent. The plan should be kept on-site at the facility or construction site that generates the storm water discharge. Do not send the pollution prevention plan with the Notice of Intent.

**To file a complete Notice of Intent you must provide the following items:**

1. The completed Form 542-1415 entitled "Notice of Intent for NPDES Coverage Under General Permit",
2. Proof of Public notification from the two newspapers in the area with the highest circulation and,
3. Permit fee.

Each of these items is discussed in detail below and on the back side of this page.

Mail the completed application form 542-1415 with the two proofs of public notice and permit fee to the following address. **DO NOT** send the Pollution Prevention Plan with your Notice of Intent. **DO NOT** send the application form, fee payment or proofs of public notice separately. Send them all together.

**Storm Water Coordinator  
Department of Natural Resources  
502 E. 9th Street  
Des Moines, Iowa 50319-0034**

**1. Proof of Public Notification**

Iowa law requires dischargers to make public notice for seeking coverage under a general permit. The public notice must be published at least one day at your own expense in two different newspapers with the largest circulation in the area where the discharge is located.

The wording to use in the public notice is specified as a rule of the IDNR and is included as a separate page for your convenience. This wording contains the minimum information that must be provided in the public notice. You must complete the blank portions with the specified information. You may add more information to the notice if you wish.

To determine which newspapers have the largest circulation, ask your local newspaper or call the Iowa Newspaper Association (INA) at (515) 244-2145 for circulation information. The INA is located at 319 E. Fifth Street, Des Moines, Iowa 50309.

When your Notice of Intent is sent to the IDNR, you **MUST** enclose a clipping of each public notice with the names of the newspaper and date published, or an affidavit from each newspaper with the clippings attached to demonstrate your public notification requirement. If both proofs of public notice are not included with your application, the storm water permit authorization will **NOT** be issued.

**2. Form 542-1415**

In filling out the form, type or print legibly and complete both sides of the form.

*Permit Information and Fee Options*

Give permit information on the general permit for which you are applying and select a fee option.

*Facility or Project Information*

Enter the official or legal name of the facility or site. Enter the complete street address. If no street address exists, provide a geographic description (e.g., Intersection of 5<sup>th</sup> Street and 2<sup>nd</sup> Avenue or, at a minimum, the name of the street or road nearest the site), city, county, state and zip

code. Do not use a P.O. box number. This is the address of the facility or construction site not the address of the owner or contact.

For General Permits No. 1 and No. 3, provide a four-digit SIC code that best represents the principal products or activities provided by the facility.

#### *Contact Information*

Provide the legal name of a contact person, firm, public organization or any other entity that owns or operates the facility or site. The name of the operator or contact may or may not be the same as the name of the facility. The operator is the legal entity that controls the facility's operation. Provide a mailing address (P.O. box numbers may be used). Include the city, state, zip code and telephone number for a contact person. All correspondence relating to the storm water permit, including the storm water permit authorization, will be sent to this address.

#### *Facility Location or Location of Construction Site*

Give the location by ¼ section (e.g., NW), section number, township number (e.g., T78N) and range number (e.g., R4W). The location information can be obtained from United States Geological Survey topographic maps, by calling 1-(888) ASK-USGS.

#### *Owner Information*

Enter the name, mailing address and telephone number of the owner of the facility.

#### *Outfall Information*

Provide an estimated start date the discharge did or is to commence, the name(s) of the receiving water(s), and check compliance conditions. All applicable compliance conditions listed must be met for the Notice of Intent to be considered complete.

The discharge start date is the date storm water discharge from industrial activity or construction activity (from a construction site that disturbs one acre or more or is part of a larger common plan of development that disturbs one acre or more) began or will begin to leave the property. If the discharge start date is before 10/1/92, the correct date to place in the blank is 10/1/92. This is the date the State of Iowa implemented the storm water permit requirements.

If an industrial facility was not initially required to obtain a storm water permit but changed operations so that later a storm water permit was or will be required, the discharge start date is the date that the change was made that necessitated the need for a storm water permit.

Provide the name(s) of the receiving water(s) to the first uniquely named river. Explain to where the storm water runoff will drain (e.g., unnamed waterway to road ditch to unnamed tributary to Mud Creek to Skunk River).

#### *Compliance conditions*

Check the compliance conditions that apply. A pollution prevention plan is required for all storm water permits.

For General Permit No. 3 (if no soil disturbing activities will take place) and General Permit No. 1, the question regarding state or local sediment and erosion control plans does not apply. If you check no to any of the applicable compliance conditions, your application will not be approved.

#### *General Permits No. 2 and No. 3*

For construction sites that need a storm water discharge permit, in addition to the information required above, include a brief description of the project, estimated timetable for major activities and an estimate of the number of acres of the site on which soil will be disturbed.

For General Permit No. 3, identify if the facility is a portable plant.

#### *Certification*

The completed form must be signed by a qualified official. A qualified official is any of the following: owner, principal executive officer of at least the level of vice-president, general partner, general contractor (for construction sites), principal executive officer or ranking elected official (for publicly owned facilities).

**The Notice of Intent will be returned and no permit issued if information on the form is incomplete.**

### **3. Fees**

There is a permit fee for each general permit. The fee schedule is the same for General Permit No. 1, No. 2 and No. 3.

The applicant has the option of paying an annual permit fee or a multi-year permit fee.

|                   |       |
|-------------------|-------|
| annual permit fee | \$175 |
| 3-year permit fee | \$350 |
| 4-year permit fee | \$525 |
| 5-year permit fee | \$700 |

**IMPORTANT - The storm water permit authorization will not be issued unless the two proofs of public notice and permit fee accompany the completed Notice of Intent.**

**If you need assistance contact the IDNR at (515) 281-6782 or (515) 281-7017.**



**IOWA DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION  
NOTICE OF INTENT FOR NPDES COVERAGE UNDER GENERAL  
PERMIT**

|  |
|--|
| <b>CASHIER'S USE ONLY</b><br>0253-542-SW08-0581<br>Authorization #<br>Name |
|--|

**No. 1 FOR "STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY"**

or

**No. 2 FOR "STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY FOR CONSTRUCTION ACTIVITIES"**

or

**No. 3 FOR "STORM WATER DISCHARGE ASSOCIATED WITH INDUSTRIAL ACTIVITY FOR ASPHALT PLANTS, CONCRETE BATCH PLANTS, ROCK CRUSHING PLANTS, AND CONSTRUCTION SAND AND GRAVEL FACILITIES."**

**PERMIT INFORMATION**

Has this storm water discharge been previously permitted?  Yes  No

If yes, please list authorization number \_\_\_\_\_

Under what General Permit are you applying for coverage?

General Permit No. 1       General Permit No. 2       General Permit No. 3

**PERMIT FEE OPTIONS**

For coverage under the NPDES General Permit the following fees apply:

- Annual Permit Fee \$175 (per year) Maximum coverage is one year.
- 3-year Permit Fee \$350 Maximum coverage is three years.
- 4-year Permit Fee \$525 Maximum coverage is four years.
- 5-year Permit Fee \$700 Maximum coverage is five years.

Checks should be made payable to: Iowa Department of Natural Resources.

**FACILITY OR PROJECT INFORMATION**

Enter the name and full address/location (not mailing address) of the facility or project for which permit coverage is requested.

|       |         |                         |           |
|-------|---------|-------------------------|-----------|
| NAME: |         | STREET ADDRESS OF SITE: |           |
| CITY: | COUNTY: | STATE:                  | ZIP CODE: |

**CONTACT INFORMATION**

Give name, mailing address and telephone number of a contact person (Attach additional information on separate pages as needed). This will be the address to which all correspondence will be sent and to which all questions regarding your application and compliance with the permit will be directed.

|  |        |           |                     |
|--|--------|-----------|---------------------|
| NAME:  |        | ADDRESS:  |                     |
| CITY:  | STATE: | ZIP CODE: | TELEPHONE<br>(    ) |
| Check the appropriate box to indicate the legal status of the operator of the facility.<br><input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Other (specify) _____ |        |           |                     |

SIC CODE (General Permit No. 1 & 3 Applicants Only)

|  |
|--|
|  |
|--|

SIC code refers to Standard Industrial Classification code number used to classify establishments by type of economic activity.

**FACILITY LOCATION OR LOCATION OF CONSTRUCTION SITE**

Give the location by ¼ section, section, township, range, (e.g., NW, 7, T78N, R3W).

|             |         |          |       |
|-------------|---------|----------|-------|
| 1/4 SECTION | SECTION | TOWNSHIP | RANGE |
|             |         |          |       |
|             |         |          |       |

|  |
|--|
| <p>MAIL TO:</p> <p>STORM WATER COORDINATOR<br/>IOWA DEPARTMENT OF NATURAL<br/>RESOURCES<br/>502 E 9<sup>TH</sup> ST<br/>DES MOINES IA 50319-0034</p> |
|--|

**OWNER INFORMATION**

Enter the name and full address of the owner of the facility.

|       |        |           |                       |
|-------|--------|-----------|-----------------------|
| NAME: |        | ADDRESS:  |                       |
| CITY: | STATE: | ZIP CODE: | TELEPHONE:<br>(     ) |

**OUTFALL INFORMATION**

Discharge start date, i.e., when did/will the site begin operation or 10/1/92, whichever is later: \_\_\_\_\_

Is any storm water monitoring information available describing the concentration of pollutants in storm water discharges?  
 Yes  No

**NOTE:** Do not attach any storm water monitoring information with the application.

Receiving water(s) to the first uniquely named waterway in Iowa (e.g., road ditch to unnamed tributary to Mud Creek to South Skunk River):

|   |                          |                          |
|---|--------------------------|--------------------------|
| Compliance With The Following Conditions:   | Yes                      | No                       |
| Has the Storm Water Pollution Prevention Plan been developed prior to the submittal of this Notice of Intent and does the plan meet the requirements of the applicable General Permit? (do not submit the SWPPP with the application) | <input type="checkbox"/> | <input type="checkbox"/> |
| Will the Storm Water Pollution Prevention Plan comply with approved State (Section 161A.64, Code of Iowa) or local sediment and erosion plans? (for General Permit 2 only)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have two public notices been published for at least one day, one each in the two newspapers with the largest circulation in the area where the discharge is located, and are the proofs of notice attached? (new applications only)   | <input type="checkbox"/> | <input type="checkbox"/> |

**GENERAL PERMIT NO. 2 AND GENERAL PERMIT NO. 3 APPLICANTS COMPLETE THIS SECTION.**

|   |
|---|
| Description of Project (describe in one sentence what is being constructed):  |
| For General Permit No. 3 - Is this facility to be moved this year? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of Acres of Disturbed Soil: _____<br>(Construction Activities Only)  |
| Estimated Timetable For Activities / Projects, i.e., approximately when did/will the project begin and end:                 |

**CERTIFICATION - ALL APPLICATIONS MUST BE SIGNED**

**Only the following individuals may sign the certification:** owner of site, principal executive officer of at least the level of vice-president of the company owning the site, a general partner of the company owning the site, principal executive officer or ranking elected official of the public entity owning the site, any of the above of the general contracting company for construction sites.

I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified people properly gathered and evaluated 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, this information is to the best of my knowledge and belief, true, accurate, and complete. I further certify that the terms and conditions of the general permit will be met. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

|                       |                                      |
|-----------------------|--------------------------------------|
| NAME: (print or type) | TITLE AND COMPANY NAME OF SIGNATORY: |
| SIGNATURE:            | DATE:                                |

Instructions - To complete the public notice, fill in the blanks with the required information or select the appropriate response and send to the newspapers.

**The public notice must be published at least one day each in two newspapers at your own expense.**

PUBLIC NOTICE OF STORM WATER DISCHARGE

\_\_\_\_\_ plans to submit a Notice of Intent to the  
**(applicant name)**

Iowa Department of Natural Resources to be covered under the NPDES General Permit

\_\_\_\_\_  
**(select the appropriate general permit - No. 1 "Storm Water Discharge Associated with Industrial Activity", General Permit No. 2 "Storm Water Discharge Associated with Industrial Activity for Construction Activities, or General Permit No. 3 "Storm Water Discharge Associated With Industrial Activity From Asphalt Plants, Concrete Batch Plants, Rock Crushing Plants, And Construction Sand And Gravel Facilities")**

The storm water discharge will be from \_\_\_\_\_  
**(description of industrial activity)**

located in \_\_\_\_\_  
**(1/4 section, section, township, range, county)**

Storm water will be discharged from \_\_\_\_\_ point source(s) and will be discharged to  
**(number)**

the following streams: \_\_\_\_\_  
**(stream name(s))**

Comments may be submitted to the Storm Water Discharge Coordinator, Iowa Department of Natural Resources, Environmental Protection Division, 502 E. 9th Street, Des Moines, IA 50319-0034. The public may review the Notice of Intent from 8 a.m. to 4:30 p.m., Monday through Friday, at the above address after it has been received by the department.