



DUTY TO REAPPLY – Notice of Intent (NOI) for Coverage Under the NPDES Municipal Stormwater General Permit

Introduction

This form must be used by all operators of municipal separate storm sewer systems (Permittees) currently under coverage of one or more of the following municipal separate storm sewer systems (MS4) permits:

- **Phase I Municipal Stormwater Permit** – National Pollutant Discharge Elimination System (NPDES) and State Waste Discharge General Permit for Discharges from Large and Medium Municipal Separate Storm Sewer Systems.
- **Western Washington Phase II Municipal Stormwater Permit** – NPDES and State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Western Washington.

Please answer all questions accurately and completely. If a question does not apply, answer NA to that question. See instructions at the back of the form for more information.

Permittees currently under an existing permit must complete this form, obtain an authorized signature, and return it to Ecology postmarked no later than **February 1, 2018** in order to be in compliance with General Condition G18 of the Permit. Permittees may complete this form by hand, or download the form from Ecology's web site and fill it out electronically. The NOI can be downloaded from:

<https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070402.html>

There are two option available to submit the NOI.

Option 1 (preferred):	Option 2: Mail completed form to:
Submit completed form as an attachment through the Water Quality Webportal via: https://secureaccess.wa.gov/ecy/wqwebportal/ . (instructions follow)	Department of Ecology Water Quality Program Municipal Stormwater Permits PO Box 47696 Olympia, WA 98504-7696

Ecology will send each permittee an acknowledgment of receipt. If you have questions about this form, please contact the appropriate Ecology employee listed in the instructions at the end of this form, or call Ecology's Water Quality Program at 360-407-6600.

To request ADA accommodation including materials in a format for the visually impaired, call the Water Quality Program at 360-407-6600. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call 877-833-6341.

Part 1 - Owner/Operator Information

A. Permittee information		
Name of city, county, or special district: City of Arlington		
Mailing Address 238 N. Olympic Avenue		
PO Box (Optional)		
City Arlington	State WA	Zip 98223
Permit Number WAR04-5501		
B. Responsible official or representative		
Name Paul L. Ellis		
Title City Administrator		
Phone 360-403-3441		
Email pellis@arlingtonwa.gov		
Mailing Address 238 N. Olympic Avenue		
PO Box (Optional)		
City Arlington	State WA	Zip 98223

C. Billing address, if different			D. Primary Contact person	
Name City of Arlington Public Works			Name Fred Rapelyea	
Mailing Address (if different) 154 W. Cox Avenue			Title Utilities Manager	
			Mailing Address (if different) Same as at left	
PO Box (Optional)			Phone No. Business Ext. 360-403-3540	
City Arlington	State WA	Zip 98223	Email frapelyea@arlingtonwa.gov	
			Fax No. (Optional) 360-435-7944	
E. Ownership status (check appropriate box)				
<input checked="" type="checkbox"/> City or Town <input type="checkbox"/> County <input type="checkbox"/> Federal <input type="checkbox"/> Tribal				
Special Purpose District:(secondary permittee) <input type="checkbox"/> Diking/drainage district <input type="checkbox"/> Port <input type="checkbox"/> Flood control district <input type="checkbox"/> University <input type="checkbox"/> Public school district <input type="checkbox"/> Park district <input type="checkbox"/> State agency (give name) _____ <input type="checkbox"/> Other (please describe) _____				

Part 2 – Permit(s) under which the permittee is requesting coverage

- ☐ Phase I Municipal Stormwater Permit
☒ Phase II Municipal Stormwater Permit for Western Washington

If you operate municipal separate storm sewer systems located in areas covered by more than one permit, please list the locations of all of the municipal separate storm sewer systems for which you are requesting permit coverage.

Part 3 – Co-permittee information

Complete this part of the NOI only if you are co-applying with another entity to meet the requirements of the permit. Permittees that co-apply are responsible for meeting permit conditions related to their discharge(s).

- ☒ Not applicable
☐ Applicable, list all co-permittees:
Co-permittee's Name:
Co-permittee's Name:
Co-permittee's Name:
Co-permittee's Name:

Part 4 - 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. 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.

Paul L. Ellis

City Administrator

Print or type name of responsible official or representative

Title



Signature of responsible official or representative

10 / 11 / 2017

Date

INSTRUCTIONS

When to apply:

Mail the NOI no later than **February 1, 2018**. Upon receipt of a complete NOI, Ecology will notify the permittee by mail of confirmation of coverage under the reissued permits.

Questions:

If you have questions, please contact the Municipal Stormwater Permit specialist who manages the permit in the county or counties in which your facility or district is located. Contact information can be located at <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/municontacts.html>. Or call Ecology's Water Quality Program office at 360-407-6600, and the receptionist will direct you to a staff member who can assist you.

LINE-BY-LINE INSTRUCTIONS

Part 1 - Owner/Operator Information

A. Permittee information - Fill out the name and mailing address of the city, county, or public entity that will have continuing coverage under the permits.

B. Responsible official or representative – Fill out the name, address and contact information for the person responsible for signing the form. See Part 4 for more information.

C. Billing address, if different - If a separate department or office handles billing, enter the appropriate contact information. There is an annual permit fee associated with this permit.

D. Primary Contact person - Enter the name, title, phone number, and email for the lead person who will be in charge of implementing the stormwater management program and meeting the stormwater permit requirements.

E. Ownership status - Check the appropriate box indicating the ownership status (e.g., city, county, or special district type).

Part 2 – Permit(s) under which the Permittee is requesting coverage

Check the box that corresponds to the permit(s) under which you are requesting coverage. The geographic locations covered by each permit break down as follows:

- **Phase I** – regulates entities within, or partially within the unincorporated areas of Clark, King, Pierce, or Snohomish counties; or the cities of Seattle or Tacoma.
- **Western Washington Phase II** – regulates entities in the census-defined urban areas of western Washington and some cities with populations over 10,000 or areas otherwise designated by Ecology.

Note: Permittees may submit a single NOI to request coverage of all of the regulated MS4s which they operate. For example, a single NOI may be submitted to cover the main campus and any satellite campuses of a university which may require permit coverage. Permittees requesting coverage for multiple sites/locations must list the locations for each site/location for which coverage is being requested. When more than one permit is checked, Ecology will assign the permit that will provide coverage.

Part 3 – Co-permittee information

If you are not co-applying with another entity check “Not applicable” and continue to Part 6 of the NOI. Complete the rest of Part 5 of the NOI only if you are co-applying with another entity to meet the requirements of this permit.

If you are co-applying with another entity or entities, please check “Applicable, list all co-permittees” and list the names of the co-permittees, not including yourself. Permittees that co-apply are responsible for meeting permit conditions related to their discharge(s).

Part 4 - Certification

An authorized person, such as a principal executive officer or ranking elected official, must sign the certification statement (Permit Condition: G19.A).

OR

A duly authorized representative of the executive officer (or ranking elected official) may sign the certification as long as:

1. The signatory receives written authorization from the executive officer or ranking elected official. This document must be submitted to Ecology.
2. The authorization specifies an individual or position that has responsibility for the overall development and implementation of the stormwater management program.

How to submit this form:

Option 1 (preferred): Submit completed form as an attachment through the Water Quality Webportal via: <https://secureaccess.wa.gov/ecy/wqwebportal/>.

These instructions assume you have a Secure Access Washington (SAW) account with the WQ Webportal service. These instructions are for submission by the “coordinator” or “signer” –both are roles in the WQ Webportal that allow a person to certify/sign (per G19 of the Permit) and submit the submittal.

Once you have logged into the SAW account and accessed Ecology’s WQ webportal (<https://secureaccess.wa.gov/ecy/wqwebportal/>), take the following steps:

1. On the WQwebportal home page: Under “Submit data for:” - select: **“Permit Submittals”**

DEPARTMENT OF ECOLOGY
State of Washington

Water Quality Permitting Portal WQWebPortal DEV

Home Help Reports Admin

Welcome to the Water Quality Permitting Portal

The WQWebPortal allows you a single sign-on for all your electronic Water Quality permit actions. You can access and reference your electronic submissions at the WQWebPortal site anytime—day or night.

Entering your data electronically guarantees instant receipt of the data—no more mailing paper DMRs every month! It also reduces application approval times and improves the accuracy of the data.

Apply for:

- Permit Coverage - Notice of Intent (NOI)
 - Construction Stormwater General Permit
 - Industrial Stormwater General Permit
 - Sand and Gravel General Permit
 - Upland Fin-Fish Hatching and Rearing General Permit
 - Water Treatment Plant General Permit
 - Boatyard General Permit
- Conditional No Exposure Exemption (CNE)
 - Industrial Stormwater General Permit

Submit data for:

- Discharge Monitoring Report (DMR)
- Permit Submittals (Annual Reports, SWPPP, etc)

Ecology only:

- Web Documents - Mass permit letter processing

If you need any document from this site in a version for the visually impaired, call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

- On the next screen: Locate your permit by entering the Permit Number or search for it by selecting the appropriate “Permit Type” from drop down menu, then hit the “**Search**” button.

DEPARTMENT OF ECOLOGY
State of Washington

Submittals WQWebSubmittal DEV

WQWebSubmittal Home WQWebPortal Home Help FAQs

Home My Permits

Search Facilities and Permits

Permit No: ☐ Show Inactive Permits Facility/Site Name:

Permit Type: Facility/Site Address:

AP Aquatic Mosquito Larval Control GP
AP Aquatic Noxious Weed Management GP
AP Aquatic Plant and Algae Management GP
AP Fish Management IP
AP Invasive Moth Control IP
AP Irrigation System Aquatic Weed Control GP
AP Oyster Growers IP
Boatyard GP
CAFO GP
Construction SW GP
Fruit Packer GP
Industrial SW GP
Industrial (IU) to POTW SWDP IP
Industrial IP
Industrial to ground SWDP IP
Municipal IP
Municipal SW Phase I GP
Municipal SW Phase II Eastern WA GP
Municipal SW Phase II Western WA GP
Municipal to ground SWDP IP
Net Pens NPDES IP
Reclaimed Water IP
Sand and Gravel GP
Unlisted
Upland Fish Hatchery GP
Water Treatment Plant GP
WSDOT Municipal SW GP

Ecology Home | WQWebSubmittal Home | WQWebPortal Home | Help | FAQs | Distance Request (TAR) | Help | Release Notes | Contact Us

Submittals (WQWebSubmittal) | Copyright © Washington State Department of Ecology

- Find your permit. Next under the “Action” column, click on “**Submittals**”,

Search Results					
Permit Number	Permit Type	Facility/Site Name	Facility/Site Address	Registered User	Action
WAR044001 Version 3	Municipal SW Phase I GP	CLARK COUNTY	1200 FRANKLIN ST Vancouver, WA 98660	Yes	Submittals - View - Notifications - Refresh
WAR044002 Version 2	Municipal SW Phase I GP	PIERCE COUNTY SW	930 TACOMA AVE S POLICE GARAGE Tacoma, WA 98402	Yes	Submittals - View - Notifications - Refresh
WAR044002	Municipal SW	PIERCE COUNTY SW	930 TACOMA AVE S POLICE GARAGE	Yes	Submittals - View -

4. Look for “Submittals Name:” “G18” “**Duty to Reapply**”, click on “**Edit**” to open the page to upload your document.

Submit	Permit Section	Submittal Name	Due Date	Status	Action
	S5C.5.a	Draft enforceable requirements, technical standards and manual	7/1/2014	Received	Edit
	G18	Duty to Reapply	2/1/2018	Draft	Edit - View
	S8C.3.a	Effectiveness Studies Option 3 - Pay Into Collective Fund (partial)	8/15/2016	Received	Edit

5. Follow the directions on this page for uploading the completed and signed NOI form.
- At the bottom of this page, click the box “**Mark as ready to submit**” or “**save and done**”
 - If you will not be submitting the form, notify your “signer” that the submittal is ready to submit.
6. After Step 5 is complete, this should bring you back to the main submittals page for your permit. From here:
- Review the NOI to ensure it is complete
 - Check the box under “**Submit**,” then click on “**Sign Selected Permits**”.
 - Click “**Continue**”.
 - On the Review Submittals page,
 - Click “**Log into Signature Account**”.
 - Using the User Name, Password, and Security Questions/Answers that you established to log into your account, then click “**Ready to Sign**”.
 - Check both boxes in the Signatory Attestation, and click **Sign**. This indicates that you have read all the text, and understand the legal consequences of submitting the form to Ecology.
 - The message “Your submittal(s) is being processed” will appear on your screen. Do not navigate away or close the window while this message is being displayed.
 - One the submittal has been successfully processed, you will see a confirmation page, and you will receive a confirmation email. This indicates that you successfully submitted the annual report to Ecology.

Option 2: Mail the signed NOI to:

Washington Department of Ecology
Water Quality Program
Municipal Stormwater Permits
PO Box 47696
Olympia, WA 98504-7696