



# 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.

<b>Option 1 (preferred):</b>	<b>Option 2: Mail completed form to:</b>
Submit completed form as an attachment through the Water Quality Webportal via: <a href="https://secureaccess.wa.gov/ecy/wqwebportal/">https://secureaccess.wa.gov/ecy/wqwebportal/</a> . (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**

<b>A. Permittee information</b>		
Name of city, county, or special district:		
Mailing Address		
PO Box (Optional)		
City	State	Zip
Permit Number		
<b>B. Responsible official or representative</b>		
Name		
Title		
Phone		
Email		
Mailing Address		
PO Box (Optional)		
City	State	Zip

<b>C. Billing address, if different</b>			<b>D. Primary Contact person</b>	
Name			Name	
Mailing Address (if different)			Title	
			Mailing Address (if different)	
PO Box (Optional)			Phone No. Business      Ext.	
City	State	Zip	Email	
			Fax No. (Optional)	

<p><b>E. Ownership status</b> (check appropriate box)</p> <p><input type="checkbox"/> City or Town</p> <p><input type="checkbox"/> County</p> <p><input type="checkbox"/> Federal</p> <p><input type="checkbox"/> Tribal</p>
<p>Special Purpose District:(secondary permittee)</p> <p><input type="checkbox"/> Diking/drainage district    <input type="checkbox"/> Port</p> <p><input type="checkbox"/> Flood control district            <input type="checkbox"/> University</p> <p><input type="checkbox"/> Public school district              <input type="checkbox"/> Park district</p> <p><input type="checkbox"/> State agency (give name) _____</p> <p><input type="checkbox"/> Other (please describe) _____</p>

**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.*

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<b>Print or type name of responsible official or representative</b>	<b>Title</b>
 	/ /
<b>Signature of responsible official or representative</b>	<b>Date</b>

## 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.

- 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	<a href="#">Edit</a>
	G18	Duty to Reapply	2/1/2018	Draft	<a href="#">Edit - View</a>
	S8C.3.a	Effectiveness Studies Option 3 - Pay Into Collective Fund (partial)	8/15/2016	Received	<a href="#">Edit</a>

5. Follow the directions on this page for uploading the completed and signed NOI form.
  - a. At the bottom of this page, click the box “**Mark as ready to submit**” or “**save and done**”
  - b. 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:
  - a. Review the NOI to ensure it is complete
  - b. Check the box under “**Submit**,” then click on “**Sign Selected Permits**”.
  - c. Click “**Continue**”.
  - d. On the Review Submittals page,
  - e. Click “**Log into Signature Account**”.
    - i. Using the User Name, Password, and Security Questions/Answers that you established to log into your account, then click “**Ready to Sign**”.
  - f. 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.
  - g. 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.
  - h. 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