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](https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070402.html)

There are two option available to submit the NOI.

<table>
<thead>
<tr>
<th><strong>Option 1 (preferred):</strong></th>
<th><strong>Option 2: Mail completed form to:</strong></th>
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</table>
| Submit completed form as an attachment through the Water Quality Webportal via: [https://secureaccess.wa.gov/ecy/wqwebportal/](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:**

  Mailing Address

  PO Box (Optional)

  City

  State

  Zip

  Permit Number

#### B. Responsible official or representative
- **Name**

  **Title**

  **Phone**

  **Email**

  Mailing Address

  PO Box (Optional)

  City

  State

  Zip

#### C. Billing address, if different

#### D. Primary Contact person

- **Name**

  **Title**

  **Mailing Address (if different)**

  PO Box (Optional)

  **Phone No.**

  **Ext.**

  **City**

  **State**

  **Zip**

  **Email**

  **Fax No. (Optional)**

#### E. Ownership status
- (check appropriate box)

  - [ ] City or Town
  - [ ] County
  - [ ] Federal
  - [ ] Tribal

  Special Purpose District:(secondary permittee)

  - [ ] Diking/drainage district
  - [ ] Port
  - [ ] Flood control district
  - [ ] University
  - [ ] Public school district
  - [ ] Park district
  - [ ] State agency (give name) ___
  - [ ] 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.

Print or type name of responsible official or representative

__________________________________________________________

Title

/ / / 

Signature of responsible official or representative

__________________________________________________________

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: http://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 (http://secureaccess.wa.gov/ecy/wqwebportal/), take the following steps:


   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
   - Body of Water 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
2. 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.

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

![Image of search results](image-url)
4. Look for “Submittals Name:” “G18” “Duty to Reapply”, click on “Edit” to open the page to upload your document.

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