

MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230
410-537-3000 • 1-800-633-6101 • <http://www.mde.state.md.us>

INSTRUCTIONS FOR COMPLETING THE NOTICE OF INTENT FOR STORM WATER DISCHARGES

Who Must File

The operator of an industrial facility that has a storm water discharge must submit a notice of intent (NOI) to obtain coverage under the NPDES General Discharge Permit for Storm Water Associated with Industrial Discharges (General Discharge Permit No. 02-SW).

If you have a question about whether you need this permit or any NPDES permit, contact the Maryland Department of the Environment, Wastewater Permits Program, at 410-537-3634.

Where to File: Send the completed NOI with fee to:

Maryland Department of the Environment
P.O. Box 2057
Baltimore MD 21203-2057

Required Information

I. Operator Information

List the legal name of the person, firm or other entity that operates the facility or site described in this application. The operator is the legal entity that controls the facility's operation. Use the full name and address of the operator. List the name and telephone number of the person to contact concerning information on the NOI.

Enter the type of operator (private, federal, etc.)

Enter the Federal Identification Number used for tax purposes. This number is necessary if a refund is due to the facility.

Enter the Worker's Compensation Insurance Policy or binder number, and the name of the company that issued the policy.

If the facility was registered under 97SW (previous storm water permit), enter the registration number (97SW#####). If the facility is covered under any other individual NPDES permit, fill in the state number for that permit (like 99-DP-#####). This information will help us prevent duplicate permit coverage.

II. Facility Information

Enter the facility or site's official or legal name and complete street address, including (nearest) town or city, state, ZIP code, and county. Provide the latitude and longitude of the facility to the nearest 15 seconds of the approximate center of the site. The latitude and longitude can be found on a relatively detailed map such as an ADC (book) county map, or can be looked up at www.geocode.com.

Enter the water body receiving your discharge, including a municipal storm sewer, if applicable.

Enter the total area of industrial activity at the facility in acres.

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Enter the four-digit Standard Industrial Classification (SIC) code most closely matching the products or activities taking place at the facility, and describe that industrial activity.
Check off whether or not storm water quality data is available, and attach a summary of the storm water data.

III. Required NOI Fee

There are three fee categories - A, B, or C. The type of operator and age of the facility determine which fee category should be used for your facility. Category A is for private or federal facilities that were in operation when the new permit was issued. Facilities in this category may pay \$550 for five years of permit coverage or \$120 each year, with all payments after the first due on July 1st.

Category B is for State or local government permittees. No fee is required for these facilities.

Category C is for new facilities that are private or federal and began operating after the new permit was issued. Fees are based upon the number of months that the facility will be covered by the permit, and may be calculated by the permittee. If you prefer to pay the annual fee, submit the standard \$120 annual fee and MDE will prorate your fee for next year. The date the facility began operating must be included.

IV. Certification

The information submitted on the NOI must be certified to be true, by a responsible corporate officer, partner, proprietor, or principal executive officer, or by a manager delegated to sign such documents according to the corporate procedures.

Anticipated Questions and Potential Mistakes

1. Is this facility currently covered under other NPDES permits? If this facility has other permits for the discharge of wastewater, please list them here. Water appropriation or mining permits need not be listed. Although in some cases two NPDES permits are needed, this information will help us avoid duplicating permit coverage.
2. Be sure to include
 - NOI fee, if required
 - Map of facility, including its location
 - Storm water quality data
3. Notice to applicants for registration under the general permit for storm water discharges associated with industrial activity:

At your request, MDE will provide you with an estimated date by which you can expect a decision on your registration under the general permit. If you do not receive a response by the date promised, and if the delay is our fault, we'll refund all or part of your permit application fee. However, if you fail to provide us with the information we request we will be unable to process your registration for the permit quickly, and will not refund your fee.

If you would like an estimated date, include a written request for an estimated registration date with your NOI. Whether or not you participate, your permit application will be handled as efficiently as possible.