Attachment 6
To WQO 2003-0005-DWQ

INSTRUCTIONS FOR COMPLETING THE NOTICE OF INTENT TO COMPLY WITH THE TERMS OF THE GENERAL PERMIT FOR STORM WATER DISCHARGES FROM SMALL MS4s (WATER QUALITY ORDER NO. 2003 – 0005 - DWQ)

I. NOI STATUS

Check box "1" if this is a new NOI submittal. Check box "2" if you are reporting changes to the NOI (e.g., new contact person, phone number, mailing address). Include the facility WDID number and highlight all the information that has been changed. The appropriate official must sign the form, certifying the changes.

II. AGENCY INFORMATION

A. Enter the name of the agency applying for coverage.
B. Enter the first and last name of the person familiar with the permit and responsible for permit compliance.
C. Enter the Title of the person listed in "B".
D. Enter the agency's mailing address.
E. Enter if necessary the 2nd address line.
F. Enter the agency's mailing address city.
G. Enter the agency's mailing address zip code.
H. Enter the county in which the agency is located. If the agency is located in more than one county, list all applicable counties. Attach additional sheets if necessary.
I. Enter the phone number where the contact person can be reached.
J. Enter the FAX number where the contact person can be reached.
K. Enter the email address where the contact person can be reached.
L. Check the box that corresponds to the agency owner.

III. Permit Area

General name of the permit area, such as the Sacramento Metropolitan Area

IV. Boundaries of Coverage

Describe the boundaries of the area to be permitted and include a site map. For a city, this would be the established city boundaries. For a county, unless the entire county is designated, the permitted area should be inclusive of the area of concern and rely on simplified boundaries for each general direction, such as rivers, major roads or highways, or an adjoining city's boundary. For non-traditional Small MS4s, in general, the property line shall serve as the permit boundary.

V. Billing Information

A. Enter the name of the agency applying for coverage.
B. Enter the first and last name of the person familiar with the permit and responsible for permit compliance.
C. Enter the Title of the person listed in "B".
D. Enter the agency's mailing address.
E. Enter if necessary the 2nd address line.
F. Enter the agency's mailing address city.

G. Enter the agency's mailing address zip code.
H. Enter the county in which the agency is located.
I. Enter the phone number where the contact person can be reached.
J. Enter the FAX number where the contact person can be reached.
K. Enter the email address where the contact person can be reached.
L. Enter the average daily-user population of the applicant's permitted area. This is not the combined permit area of co-permittees. Submit the amount indicated by the current fee schedule (California Code of Regulations, Title 23, Division 3, Chapter 9, Article 1.) with the NOI package to the Regional Board. The fee schedule may be found at www.waterboards.ca.gov/stormwtr/municipal.html. School districts are exempt from MS4 permit fees.

VI. Permit Type

Check the box that corresponds to the permitting option you wish to apply for:

Check box 1 if applying for individual general permit coverage.

Check box 2 if applying for a permit with one or more co-permittees. If you are applying to be a co-permittee, an appropriate official representing each agency who will participate in the area-wide permit must sign on the lines provided certifying the agency will be a co-permittee with the other agencies listed to implement a storm water program in the combined designated areas of each of the agency's jurisdiction. The agency to act as the Lead Agency (the entity responsible for being the main contact with the RWQCB for permit administration) shall start the list. If more than four agencies will act as co-permittees, continue the list on a separate page. The NOI must have original signatures.

Check box 3 if designating a Separate Implementing Entity and enter agency information.

A. Enter the name of the agency applying for coverage.
B. Enter the first and last name of the person familiar with the permit and responsible for permit compliance.
C. Enter the title of person in "B".
D. Enter the agency's mailing address phone number where the contact person can be reached.
E. Enter if necessary the 2nd address line.
F. Enter the agency's mailing address city.
G. Enter the agency's mailing address zip code.
H. Enter the county in which the agency is located. If the agency is located in more than one county, list all applicable counties. Attach additional sheets if necessary.
I. Enter the phone number where the contact person can be reached.
J. Enter the FAX number where the contact person can be reached.
K. Enter the email address where the contact person can be reached.
L. Check the box that corresponds to the agency owner.
M. List all of the Minimum Control Measure(s) that will be implemented by the SIE.
N. Certification by an appropriate SIE official that the SIE agrees to include the agency in implementing the SWMP. For a municipality, State, Federal, or other public agency the appropriate official would be a principal executive officer, ranking elected official or duly authorized representative. The principal executive officer of

a Federal agency includes the chief executive officer of the agency or the senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of USEPA).

For multiple agencies implementing different Minimum Control Measures please use a separate form for each Minimum Control Measures. A photocopy of the 2nd page of the NOI is adequate, but must have original signatures.

VII. STORM WATER MANAGEMENT PROGRAM

The SWMP must be submitted with the NOI. Check the box if the SWMP is completed and attached to the NOI. If a SIE is implementing all of the Minimum Control Measures it is not necessary to submit a SWMP.

VIII. CERTIFICATION

A. Print the name of the appropriate official. For a municipality, State, Federal, or other public agency this would be a principal executive officer, ranking elected official, or duly authorized representative. The principal executive officer of a Federal agency includes the chief executive officer of the agency or the senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of USEPA).
B. Enter the professional title of the person signing the NOI.
C. The person whose name is printed in box IV.A must sign the NOI.
D. Provide the date on which the Information Sheet was signed.