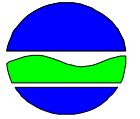


**New York State Department of Environmental Conservation  
Phase II SPDES General Permit for Storm Water Discharges from  
Municipal Separate Storm Sewer Systems (MS4s)  
Notice of Intent (NOI)**



Submission of this Notice of Intent (NOI) constitutes notice that the entity identified in Section A of this form intends to be authorized by the NYS DEC SPDES General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s). Submission of the NOI also constitutes notice that the party identified in Section A of this form has read, understands, and meets the eligibility conditions; agrees to comply with all applicable terms and conditions; and understands that continued authorization under the SPDES MS4 General Permit is contingent on maintaining eligibility for coverage. In order to be granted coverage, all information required on this form must be completed. Please read the NYS DEC SPDES General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s) and make sure you comply with all permit requirements including the requirement to develop, document, and implement a Storm Water Management Program Plan.

**SECTION A. MS4 INFORMATION**

**A. Municipality (MS4)**

	Phone		-		-	
--	-------	--	---	--	---	--

Mailing Address

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City

	State		Zip		-	
--	-------	--	-----	--	---	--

**B. MS4 Type**

Single Entity

Traditional Land Use Control

- Town
- Village
- City

Traditional Non-Land Use Control

County

Non-Traditional

- Federal
- State
- School District
- Fire District
- Other

**C. Principal Executive Officer or Ranking Elected Official:**

**First Name**

--

**Last Name**

--

Title

--

Phone

	-		-	
--	---	--	---	--

eMail

--

**D. Stormwater Program Coordinator:**

**First Name**

--

**Last Name**

--

Title

--

Phone

	-		-	
--	---	--	---	--

eMail

--





**G. Regulated MS4s on whose behalf one or more minimum control measures will be implemented.**

This section must be completed if NOI is being submitted to gain coverage for a Single Entity. All others leave blank.

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**G. Regulated MS4s on whose behalf one or more minimum control measures will be implemented.**

This section must be completed if NOI is being submitted to gain coverage for a Single Entity. All others leave blank.

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

[Grid for Zip extension]

Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

[Grid for Zip extension]

Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

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[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

[Grid for Zip extension]

Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**G. Regulated MS4s on whose behalf one or more minimum control measures will be implemented.**

This section must be completed if NOI is being submitted to gain coverage for a Single Entity. All others leave blank.

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

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State

[Grid for State]

Zip

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Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

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State

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Zip

[Grid for Zip]

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**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6

**Contractor/Partner Name**

[Grid for Contractor/Partner Name]

Contact First Name

[Grid for Contact First Name]

Contact Last Name

[Grid for Contact Last Name]

Address

[Grid for Address]

City

[Grid for City]

State

[Grid for State]

Zip

[Grid for Zip]

Phone

[Grid for Phone]

eMail

[Grid for eMail]

**Check all minimum control measures that will be implemented on behalf of this MS4.**

- MCM 1  MCM 2  MCM 3  MCM 4  MCM 5  MCM 6



**2. Public Involvement and**

**Involvement Techniques**

- Comply with State Open Meetings law and local public notice requirements (required)
- Develop and implement a public involvement/participation program (required)
- Identify a local stormwater public contact; publish in outreach/participation materials (required)
- Present annual report publicly, provide public notice (required)
- Include responses to comments with annual report to NYS DEC (required)
- Ensure that annual report and SWMP Plan are available for public inspection (required)
- Advisory/partner committees
- Watershed organizations
- Attitude surveys
- Community hot lines
- Stakeholder meetings
- Mailing list development and use
- Other...

**Participation Activities**

- Adopt-a-stream
- Reforestation program
- Storm drain stenciling
- Stream, beach, roadway cleanup
- Volunteer monitoring
- Wetland plantings
- Others...

**3. Illicit Discharge Detection and Elimination**

**Detection and Elimination Activities**

**Types of Discharges to Target**

- Develop, implement and enforce a program to detect and eliminate illicit discharges to the MS4 (required)
- Outfall and storm sewershed boundary mapping (required)
- Field verify outfalls (required)
- Outfall reconnaissance inventory (required)
- Prohibit illicit discharges (required)
- Public, employees, businesses informed of hazards of illicit discharge (required)
- Adopt and enforce local law to prohibit illicit discharges (required for traditional MS4s)
- Adopt available mechanisms to prohibit illicit discharges (required)
- System mapping
- Address exempt non-stormwater discharges as necessary
- Dye testing
- Shoreline surveys
- System inspections
- Other...

- Failing septic systems
- Illegal dumping
- Industrial/residential/business connections
- Recreational sewage
- Sanitary sewer overflows
- Wastewater connections to the storm sewer system
- Other...

**Program Criteria**

- NYS DEC Outfall and System Mapping Requirements for Illicit Discharge Detection and Elimination (IDDE) assistance document
- Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment (EPA/Center for Watershed Protection)





**5. Post-Construction Stormwater Management**

**Post-Construction Program Requirements**

- Develop, implement, and enforce a program that provides protection equivalent to the General Permit for Stormwater Discharges for Construction Activity. (required)
- Local law/regulatory mechanism equivalent to NYS DEC Sample Local Law for Stormwater Management and Erosion and Sediment Control (required for traditional land use control MS4s)
- Apply requirements of MCM 5 to the extent of the municipal boundary. (required for traditional land use control MS4s)
- Document/certify equivalence of local law (required for traditional land use control MS4s)
- Include Structural and non-structural management practices (required)
- Procedures for SWPPP review and issuance of SWPPP Acceptance Form (required for traditional land use control MS4s)
- Inventory of post-construction stormwater management practices (required)
- Ensure long-term operation and maintenance of post-construction stormwater management practices (required)
- Provide adequate resources for inspection and enforcement (required for traditional land use control MS4s)
- Utilize available trainings to educate Town Board and Planning & Zoning Boards on LID, BSD & GI Infrastructure requirements (required)
- Other...

**Program Criteria**

- New York State Stormwater Management Design Manual
- Green Infrastructure, Low Impact Development and Better Site Design
- Deep Ripping and Decompaction
- Credits
- Consider Updating Local Laws to Address:
  - Open Space Preservation
  - Watershed Plans
  - Municipal Comprehensive Plan
  - Land Use Regulation
  - Natural Resource Protection
  - Impervious Area Reduction
  - Riparian Buffers
  - Setbacks
- Will Consider Banking and Credit System
- Other...

**6. Pollution Prevention and Good Housekeeping for Municipal Operations**

**Program Criteria**

- Develop and implement a pollution prevention program that addresses operations and facilities that contribute Pollutants of Concern to the MS4 (required)
- Assess all operations addressed by the SWMP every three years (required)
- Employee pollution prevention training (required)
- Require third party contractors to certify that the services/activities they perform meet the requirements of the General Permit for Stormwater Discharges Associated with MS4s (required)
- Require operations and facilities otherwise subject to the NYS Multi-Sector General Permit (MSGP) to prepare and implement provisions in the SWMP that comply with PARTS IIIA, C, D, J, K, L and Part IV of the MSGP (required)
- Street Maintenance
- Bridge Maintenance
- Winter Road Maintenance
- Salt Storage
- Solid Waste Management
- New Municipal Construction and Land Disturbance
- Right of Way Maintenance
- Marine Operations
- Hydraulic Habitat Modification
- Parks and Open Space
- Municipal Building
- Stormwater System Maintenance
- Vehicle and Fleet Maintenance
- Other...

- NYS Pollution Prevention and Good Housekeeping Assistance Document
- Other...

**SECTION D. INITIAL IDENTIFICATION OF ADDITIONAL WATERSHED IMPROVEMENT STRATEGY BEST MANAGEMENT PRACTICES (BMPs)**

(Refer to the General Permit for Stormwater Discharges Associated with MS4s for list of Watershed Improvement Strategy Areas)

**NEW YORK CITY EAST OF HUDSON WATERSHED MS4s**

- Educational program concerning the impacts of phosphorus on waterbodies (required)
- Develop and maintain a map showing the entire small MS4 conveyance system (required)
- Program to ensure that on-site wastewater treatment systems are inspected and maintained once every five years (required for traditional MS4s)
- Develop, implement, and enforce a program, equivalent to the General Permit for Stormwater Discharges Associated with Construction Activity, to reduce pollutants in stormwater runoff to the MS4 from construction activities that result in a land disturbance of five thousand square feet (required for traditional land use control MS4s)
- Ensure, through local law or other regulatory mechanism, that post-construction stormwater management controls are in accordance with the New York State Stormwater Design Manual and the Enhanced Phosphorus Removal Design Standards (required for traditional land use control MS4s)
- Retrofit Program to correct or reduce existing erosion and/or pollutant loading problems, with emphasis on phosphorus (required)
- Stormwater Conveyance System Inspection and Maintenance Program (required)
- Turf management practices and procedures policy (required)

**OTHER PHOSPHORUS WATERSHED MS4s**

- Educational program concerning the impacts of phosphorus on waterbodies (required)
- Program to ensure that on-site wastewater treatment systems are inspected and maintained once every five years (required for traditional MS4s)
- Require the use of the Enhanced Phosphorus Removal Design Standards in accordance with the New York State Stormwater Design Manual (required for traditional land use control MS4s)
- Retrofit Program to correct or reduce existing erosion and/or pollutant loading problems, with emphasis on phosphorus (required)
- Turf management practices and procedures policy (required)

**PATHOGEN IMPAIRED WATERSHED MS4s**

- Educational program concerning the impacts of pathogens on waterbodies (required)
- Program to ensure that on-site wastewater treatment systems are inspected and maintained once every five years (required for traditional MS4s)
- Develop and maintain a map showing the entire small MS4 conveyance system (required)
- Retrofit Program to correct or reduce pollutant loading problems, with emphasis on pathogens (required)
- Local law prohibiting pet waste on municipal properties and prohibiting goose feeding (required)
- Pet waste bag program (required)
- Program to manage goose populations (required)

**NITROGEN IMPAIRED WATERSHED MS4s**

- Educational program concerning the impacts of nitrogen on waterbodies (required)
- Program to ensure that on-site wastewater treatment systems are inspected and maintained once every five years (required for traditional MS4s)
- Develop and maintain a map showing the entire small MS4 conveyance system (required)
- Retrofit Program to correct or reduce existing erosion and/or pollutant loading problems, with emphasis on nitrogen (required)
- Turf management practices and procedures policy (required)

**SECTION E. INITIAL IDENTIFICATION OF MEASURABLE GOALS**

**1. Public Education and Outreach measurable goals, start and end dates, include work to be done by partners**

[Empty box for Public Education and Outreach measurable goals]

**2. Public Involvement/Participation measurable goals, start and end dates, include work to be done by partners**

[Empty box for Public Involvement/Participation measurable goals]

**3. Illicit Discharge Detection and Elimination measurable goals, start and end dates, include work to be done by partners**

[Empty box for Illicit Discharge Detection and Elimination measurable goals]

**SECTION E. INITIAL IDENTIFICATION OF MEASURABLE GOALS**

**4. Construction Site Runoff Control measurable goals, start and end dates, indicate work to be done by partners**

[Empty box for Construction Site Runoff Control measurable goals]

**5. Post-Construction Stormwater Management measurable goals, start and end dates, include work to be done by partners**

[Empty box for Post-Construction Stormwater Management measurable goals]

**6. Pollution Prevention/Good Housekeeping measurable goals, start and end dates, include work to be done by partners**

[Empty box for Pollution Prevention/Good Housekeeping measurable goals]



**Instructions for Completing the Notice of Intent (NOI) for coverage under the NYS DEC  
SPDES General Permit for Storm Water Discharges from Municipal Separate Storm  
Sewer Systems (MS4s), GP-0-10-002**

**Who Must File a Notice of Intent?**

Under the provisions of §402(p) of the Clean Water Act (CWA) and regulations at 40 CFR Part 122, Federal law prohibits "point source" discharges of storm water from municipal separate storm sewer systems (MS4s) to waters of the U.S. without a State Pollutant Discharge Elimination System (SPDES) permit. If you are an operator of a regulated small MS4 **designated under §122.32(a)(1) or §122.32(a)(2)**<sup>1</sup> you must apply for coverage under GP-0-10-002, a new individual permit or apply for a modification of an existing individual SPDES permit.

**When to File the NOI Form**

**DO NOT FILE THE NOI UNTIL YOU HAVE READ AND UNDERSTAND THE NYS DEC SPDES General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s).** You will need to determine your eligibility, prepare your storm water management plan, and correctly answer all questions on the NOI form, all of which must be done before you can sign the certification statement on the NOI in good faith (and without risk of committing perjury). The NOI must be submitted in accordance with the deadlines established in the NYS DEC SPDES General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s)

**Where to File the NOI Form**

Submit the NOI, signed in accordance with the NYS DEC SPDES General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s), Part VI.J.1, to:

Notice of Intent  
NYSDEC, Bureau of Water Permits  
625 Broadway, 4th Floor  
Albany, NY 12233-3505

**Completing the NOI Form**

To complete this form, type or print, in the appropriate areas only. Please make sure you have completely filled out every section of this form and have retained a copy for your records before sending the completed form to the address above.

**Section A. MS4 Owner/Operator Information**

1. Provide the legal name of the governmental entity, or other legal entity that operates the MS4 described in this application.
2. Provide the mailing address of the MS4 operator. Include the street address or PO Box, city, state, and zip code. All correspondence regarding the permit will be sent to this address.
3. Identify the Principal Executive Officer or Ranking Elected Official. The principal executive officer includes (1) the chief executive officer of the municipal entity, or (2) a senior executive having responsibility for the overall operations of a principal geographic unit of the agency.
4. Identify the Stormwater Management Program (SWMP) Coordinator. The Stormwater Management Program (SWMP) Coordinator is the person responsible for the implementation/coordination of the SWMP within the MS4.
5. List the contractors or partners such as Regional Stormwater Entities that will be assisting you with and/or implementing any aspect of your SWMP. Describe the service, activity, or work to be performed. Indicate the schedule for implementation.

6. Single Entities seeking coverage under the MS4 permit must identify all regulated MS4s on whose behalf one or more minimum control measures will be implemented.

**Section B. Local Water Quality Information**

1. Identify any waters listed in Appendix 2 to which the MS4 discharges.
2. Identify the Improvement Strategy Watershed to/within which the MS4 discharges, if any.

**Section C. Initial Identification of Best Management Practices (BMPs)**

1. Check the management practices that you have selected to meet the requirements for each Minimum Control Measure. Management practices listed in **BOLD** type are required and **MUST** be checked. **FOR COMPLETE DESCRIPTION OF REQUIREMENTS, PLEASE REFER TO THE NYS DEC SPDES GENERAL PERMIT FOR STORM WATER DISCHARGES FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s).** Attach additional pages as necessary.

**Section D. Initial Identification of Additional Improvement Strategy Watershed Best Management Practices**

1. MS4 permittees within Improvement Strategy Watersheds shall modify their SWMPs to meet the additional requirements as set forth in Part IX of the NYS DEC SPDES General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s). The best management practices for each improvement strategy watershed listed in Section D of the NOI are required of MS4s that discharge to/within those watersheds.

**Section E. Initial Identification of Measurable Goals**

1. Provide a narrative description of the measurable goals, with start and end dates, that will be used for each best management practice for each of the minimum control measures. Indicate the month and year in which you will start and fully implement each of the minimum control measures, or indicate the frequency of the action in the description. Attach additional pages as necessary.

**Section F. Certification**

1. Certification statement and signature. (CAUTION: An unsigned or undated NOI form will prevent the granting of permit coverage.) Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed by either a principal executive or ranking elected official as described in Part VI.J. of the NYS DEC SPDES General Permit for Storm Water Discharges from Municipal Separate Storm Sewer Systems (MS4s).