

Answer all questions accurately and completely. Electronic forms with misinformation will be rejected and returned to the applicant for corrections. For questions, contact the eNOI Storm Water Intake Specialist at (608) 266 – 0140, DNReNOIIntake@wisconsin.gov.

Who can use this form: This electronic application form is to be used for the Notice of Intent (NOI) (formerly form 3400-161) for state coverage under the WPDES construction site storm water general permit (Permit No. WI-S067831) for land disturbing construction activity or the renewal of a construction site project where coverage under the permit has expired (after 3 years) and the applicant must reapply for coverage. The original Facility Identification Number (FIN) must be provided for a renewal.

Once you have submitted your complete eNOI, a Signature Page will be generated. Please follow the mailing and fee schedules on the Signature Page. The eNOI application will not be considered complete until the Signature Page and appropriate fee are received at the location indicated.

Section 1: Applicant Information

Provide the legal name of the person, firm, public organization, or any other entity that has the authority to apply for a permit or coverage under a general permit for the activity described in Section 7 of this application. The authorized representative is the person who will ultimately sign the application. Provide the mailing address, e-mail address, fax and phone number for the authorized representative.

For a construction site general permit, state regulations require this form to be signed by the landowner or an authorized representative as follows:

1. For a corporation, by a responsible corporate officer including president, secretary, treasurer, vice president, manager, or a duly authorized representative having overall responsibility for the operation covered by this permit;
2. For a unit of government, by a ranking elected official, or other duly authorized representative;
3. For a partnership, by a general partner; and for a sole proprietorship, by the proprietor;
4. For a limited liability company, by a manager.

Section 2: Landowner Information

If different from the applicant, provide the legal name of the person, firm, public organization, or any other entity that owns the site described in Section 7 of this application. If the landowner is a corporation, the contact person should be the person completely familiar with the construction project activity and charged with compliance and oversight of the permit. Provide the mailing address, e-mail address, fax and phone number for the contact person.

Section 3: Other Contact Information

In this section, the preparer of the plans, the main contractor, the agent acting for the landowner or any other entity involved in the activity described in Section 7 may be identified. Describe their involvement and provide the legal name of the person, firm, or any other entity. The contact person should be the person completely familiar with the construction project activity and/or charged with implementation of the permit, such as the plan designer. Provide the mailing address, e-mail address, fax and phone number for the contact person.

For application for coverage under the construction site storm water general permit you will be asked to identify in Attachment A (Form 3500-052A) the person responsible for maintenance of the erosion and sediment control practices (such as the contractor or a sub-contractor) and in Attachment B (Form 3500-052B) the person responsible for long-term maintenance of the post-construction practices (such as a municipality or home owners association or the owner) if known at the time of application. You do not need to repeat those contacts in this section.

Section 4: Project or Site Information

Enter the construction site's official or legal name and its complete address or location description to the best of your ability. Enter county, municipality name using the drop down boxes. Once you enter the county, the drop box for the municipality will only display those found in that county.

Section 5: Location Information

You are required to attach a site map to your e-application. Use the Surface Water Data Viewer link that is provided in Section 5 to create an ortho-photo map and draw the perimeter of the project site using the Locate Area tab. You can add

a title to the map using the Add Text tab. Once the project site is located the mapping tool will identify all water resources within an 800 meter radius. The name of any water body that is within 50 meters of the project boundary will auto-populate the eNOI once you attach the project map.

At this time the mapping tool attached to the eNOI is not capable of drawing multiple polygons. For projects that involve multiple locations (for example municipal transportation projects), draw one large polygon that encompasses all smaller polygons. Until this feature can be added it will be necessary to separately send the DNR a map clearly showing the boundaries of all smaller individual polygons. This map can be attached to an email with the Project FIN # included in the Subject Heading and sent to DNRenOIIntake@wisconsin.gov.

The township, range, section, quarter, and quarter-quarter (to the nearest quarter section) as well as the latitude and longitude of the project will automatically populate the fields in the e-application form once you attach the site map. If the project is on more than one quarter, the quarter that best describes the location of the project will be used. You are allowed 100 characters to describe the project location.

Section 6: Waterways and Wetlands

The name of any water body that is within 50 meters of the project boundary will auto-populate the eNOI once you attach the project map. If your site does not drain to a listed waterbody due to topography, you will need to delete that waterbody from the e-application. The mapping tool does not recognize direction of flow. However, you must include the first waterbody or waterway receiving drainage from the project even if it is off-site (past the 50 meters). Recognize that a discharge to a storm sewer system which ultimately drains to a waterbody is considered a direct discharge to that waterbody and must be identified here. Waterbodies outside of this 50 meters zone can be identified by referring to the detailed information generated once you draw the polygon for your project. Expand the space in the application as needed to include any waterbodies receiving direct discharge, but not auto-populated when you attached the map.

Type: When you attach the map, the type of waterbody will be auto-populated for any waterbodies within 50 meters. If you are listing a waterbody outside the 50 meters, because it is the first waterbody to receive direct runoff, then you must manually check the appropriate box for lake or stream.

Special Status: For a waterbody or waterway within 50 meters of your project boundary, the special status will auto-populated when the map is attached. For a waterbody or waterway beyond the 50 meters, which is a direct discharge location, you must manually check the appropriate box if identified as an Outstanding (ORW), Exceptional Resource Water (ERW) or an impaired water on the 303(d) list. ORWs, ERWs and 303(d) listed waters are also listed in the detailed information when you complete your project location map. 303(d) listed waters are those impaired waters listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC §1313(d)(1)(C), and the implementing regulation of the US Environmental Protection Agency, 40 CFR §130.7(c)(1). Impaired waters are those that are not meeting applicable water quality standards. The WPDES construction site storm water runoff general permit, effective September 30, 2011, includes requirements for construction sites that discharge to ORW/ERW or 303(d) listed waters. Review the general permit to see what measures may need to be taken.

Wetlands: Also indicate whether the project site includes wetlands, or if wetlands will be filled, excavated or otherwise disturbed because of your project. Indicate the source of your information on wetlands. A good source of information on wetlands and the potential for wetland soils is the Wetland Locator Tool at <http://dnr.wi.gov/topic/Wetlands/locating.html>.

The presence of wetlands, endangered resources or historical/archeological sites may require design changes to reduce impacts. You should investigate means of mitigating the impacts prior to submittal of the application.

Section 7: Project Information

Dates: Enter the project's anticipated start and end dates. No construction can begin until you have coverage under a permit so the anticipated start date should be at least 14 working days past the application submittal date for a construction site storm water project.

Photos: Enter the date the "before" photographs were taken. Attach clear photographs of the project site. For permit coverage, the photograph should show the area of proposed land disturbance sufficient to identify the existing land use and topography. Too much snow cover or vegetation may obscure important details, so be sure that your photographs show the site in its existing condition. Photos must be attached in order to submit the project using the eNOI. There is a maximum size limit for photos of no larger than 4 Megabyte so be aware of that when selecting photos. When attaching photos you can add a caption for each photo explaining direction or other important information using the box provided.

Narrative of the Project: Provide a simple description of the project, including any alterations to the land and water.

Section 8: Attachments and Permit Access

An application consists of Form 3500-052, front and back, as well as any attachments that are appropriate for all activities. For the construction site storm water runoff general permit, activity refers to the disturbed area under single ownership. The Construction Erosion and Sediment Control (Form 3500-052A) and the Post-construction Storm Water Management

(Form 3500-052B) attachments are required for coverage under a construction site storm water permit.

If you are applying for coverage under the construction site storm water general permit you can obtain that permit at <http://dnr.wi.gov/topic/Stormwater/construction/forms.html>. If you are unable to access the permit via the internet site, leave the box blank and you will be sent a copy of the permit with your letter of coverage.

Section 9: Certification and Permission

Certification: Wisconsin Statutes provide for severe penalties for submitting false information on this application form.

Signature: The person who must sign the Signature Page is the applicant. The applicant was identified on the first page of the form. In addition to the signature, type or print the name of the individual signing the form and the date of signature.

Permission: Signing the Signature Page also certifies that the signer gives permission for any Department staff to enter and inspect the site for the purpose of conferring permit coverage or determining compliance.

Mailing

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Wisconsin Department of Natural Resources
eNOI Storm Water Intake – WT/3
P.O. Box 7185
Madison, WI 53707-7185

Fee Schedule

There is a non-refundable fee required with the submittal of this form. Remit a check or money order payable to the Wisconsin Department of Natural Resources (do not send cash). The fee is:

Acres of Land Disturbance	Application Fee
Less than 5	\$140
5 or more and less than 25	\$235
25 or greater	\$350