



# DEMLR Stormwater Program E-NOI Tips for Applicants May 2019

*Department of Environmental Quality*



# *Two Q&As about the e-NOI*



**Q: Why do we have to do an e-NOI?**

A: NOIs are required by federal rules. Per [40 CFR 122.21](#), DEMLR is required to issue a Certificate of Coverage to specific owners/operators for specific construction activities. Per [40 CFR 123.25](#), DEMLR is required to report to EPA on all of the construction activities within NC. The e-NOI provides an efficient process for permittees and DEMLR to fulfill both of these requirements.

**Q: Can I do the form in paper instead of on-line?**

A: No, this process is only available electronically. When you fill out and submit an e-NOI, you launch a workflow that allows DEMLR staff to review the e-NOI and issue your COC quickly. It also allows automatically updates the record in our files and in our report to EPA. If you are having trouble with the e-NOI, we are happy to assist you over the phone (see our [Contacts web page](#)). You may also go to the nearest DEMLR Regional Office to complete your e-NOI on their computer with their guidance.



## Part A.

Project Location and Waterbody Information

1. Project Name \*

*The Project Name must match the name for the site on the E&SC Plan Approval letter.*

2. County \*

3. Highway or Street Address \*

*The Street Number must be provided unless it is not yet assigned. The address given here must match the address for the site on the E&SC Plan Approval letter.*

4. City or Township \*

5. State \*

6. Zip Code \*

7. Latitude \*

  
Enter the latitude in decimal degrees

*The Latitude and Longitude will be checked, make sure that they match the address you provide above.*

8. Longitude \*

  
Enter the longitude in decimal degrees (MUST be negative)

If you do not know the latitude and longitude coordinates for this project, you can search the location on this [map of North Carolina](#). Look for the coordinates in the bottom left corner.

9. Date to Begin \*



Estimated Construction Project Start Date

10. Date to End \*



Estimated Construction Project End Date

11. SIC (Primary) \*



Standard Industrial Classification for Development

12. Acres to be disturbed \*

(including off-site borrow and waste areas)

13. Total site area (acres) \*

(Estimated)

14. Post-construction impervious area (acres) \*

(Estimated)

Project Tracking ID

Assigned automatically

**The Date to Begin** should not be in the past because you should obtain permit coverage before you begin disturbance. However, be honest about the date you began the disturbance.

**The Date to End** may be estimated. Your Certificate of Coverage will last until you complete an e-NOT. Eventually, you will also need to keep annual permit fees current to retain coverage.

For **SIC**, select the most applicable category from the dropdown.

**The Acres to be disturbed** must match the acres approved in the E&SC Plan approval letter.

**The Total site area** should include both the disturbed and undisturbed portions of the site.

**The Post-construction impervious area** may be estimated, it does not have to be completely accurate.

**Project tracking number** will be autofilled by the application, you do not need to fill out this blank.

Below you must enter waterbody information for surface waters affected by this project. Please consult DWR's [Surface Water Classifications Map Viewer](#) to find waterbody name and corresponding index number. You may enter up to 3 waterbodies.

15a. Receiving Waterbody\*

Name of waterbody into which stormwater runoff will discharge

The **Receiving Waterbody** can be found on the Surface Water Classifications Map Viewer (link in the paragraph above). When using the map viewer, you may need to "zoom out" so that you can find the waterbody where your site drains. Make sure to click on the actual stream and not just a random spot on the map. The name and water body index no. will appear in the box, carefully copy this into the form. We will check this for accuracy. See the next two slides for more guidance.

15b. Waterbody Index No.\*

NC Waterbody Index Number

Stormwater discharges will flow to additional waters\*

- No  
 Yes

15c. Additional Receiving Waterbody

Waterbody name

If your site drains to more than one waterbody, additional space is provided.

15d. Waterbody Index No.

NC Waterbody Index Number

15e. Additional Receiving Waterbody

Waterbody name

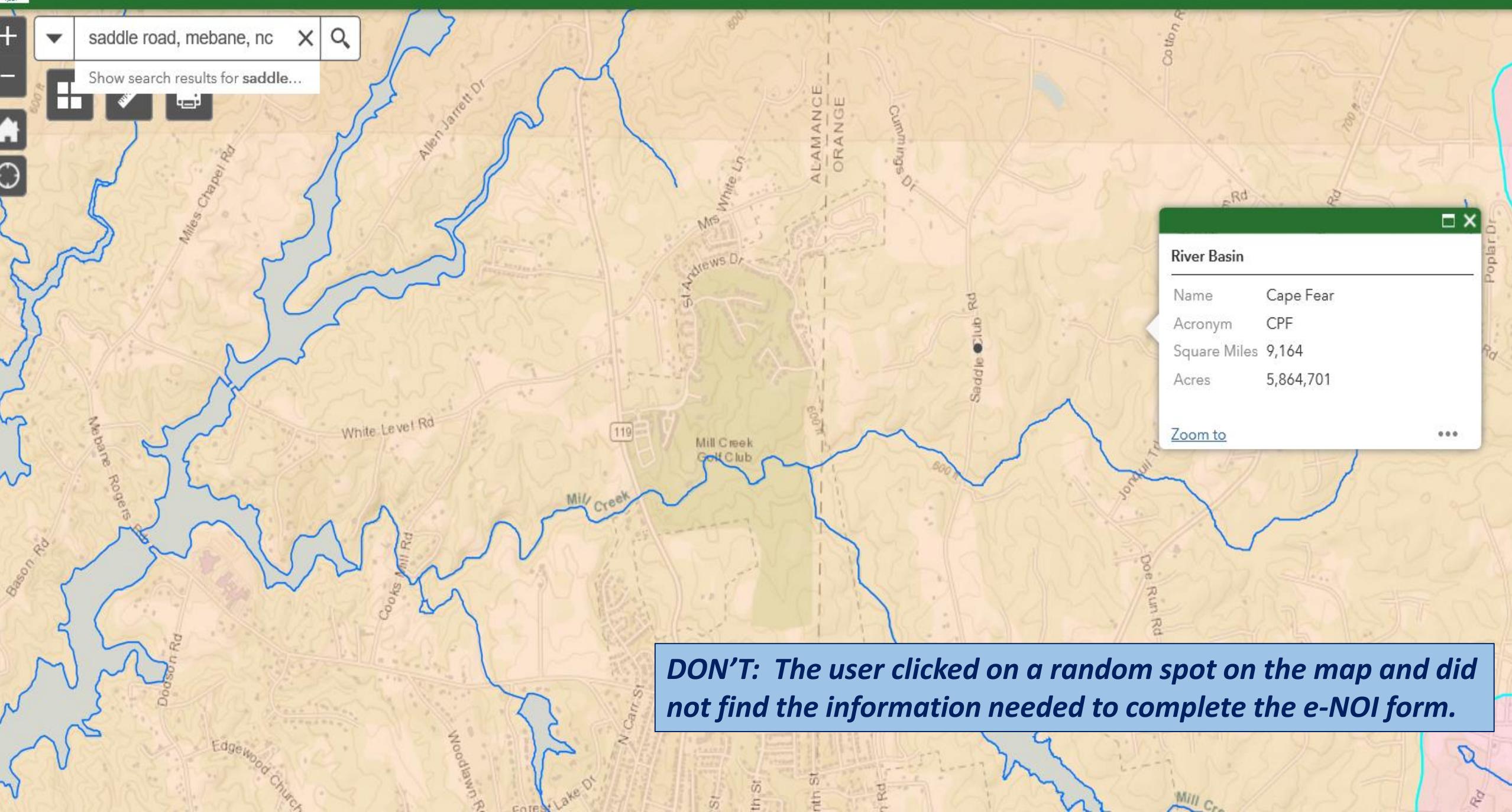
Most sites will be subject to the [NC Sediment Pollution Control Act](#) (NC SPCA). You will find the applicability language in § 113A-52.01. If your site is not subject to the NC SPCA, then please contact Annette Lucas at (919) 707-3639 to discuss.

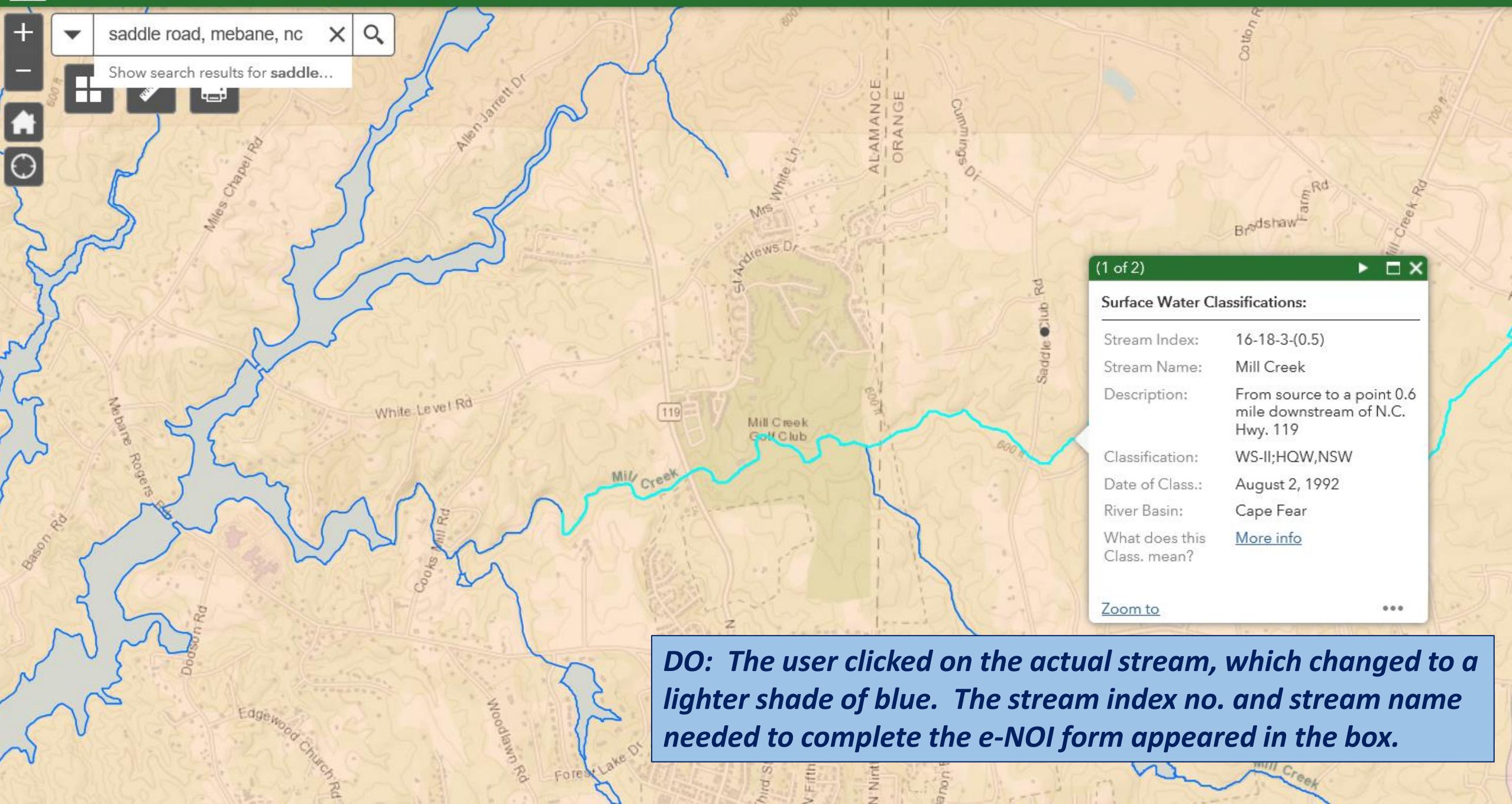
15f. Waterbody Index No.

NC Waterbody Index Number

16a. Is this project subject to the NC Sediment Pollution Control Act?\*

- Yes  
 No, not subject to NC SPCA







## Construction Stormwater: Notice of Intent (NOI)

National Pollutant Discharge Elimination System (NPDES) application for coverage under North Carolina's General Permit NCG010000: STORMWATER DISCHARGES associated with construction activities (or NCG250000)

- A. Project Information
- B. Permittee Information**
- C. Site Contact information
- D. E&SC Plan
- E. Certification

### Part B.

Permittee Information - Legally Responsible Entity and Individual

**Important:** The person who signs the NOI Certification Form and signs the Certification in Section E of this application form should be the same person as listed in **THIS SECTION**, or an authorized responsible individual within the same organization. That person must be a responsible corporate officer who owns or operates the construction activity, such as a president, secretary, treasurer, or vice president, or a manager that is authorized in accordance with Part IV, Section B, Item (6) of the NCG010000 General Permit. For more information on signatory requirements, see Part IV, Section B, Item (6) of that permit.

1. Organization Name *	<input type="text"/>				
2. First Name *	<input type="text"/> <small>If Corporation, enter Registered Agent First Name</small>				
3. Last Name *	<input type="text"/> <small>If Corporation, enter Registered Agent Last Name</small>				
3b. Title *	<input type="text"/>				
4. Permittee E-mail Address *	<input type="text"/> <span style="color: red;">←</span>				
5. Permittee Telephone No. *	<input type="text"/>				
6. Permittee Mailing Address *	<table border="0"><tr><td>Street Address <input type="text"/> Address Line 2 <input type="text"/></td><td>City <input type="text"/> State / Province / Region <input type="text"/></td></tr><tr><td>Postal / Zip Code <input type="text"/></td><td>Country <input type="text"/></td></tr></table>	Street Address <input type="text"/> Address Line 2 <input type="text"/>	City <input type="text"/> State / Province / Region <input type="text"/>	Postal / Zip Code <input type="text"/>	Country <input type="text"/>
Street Address <input type="text"/> Address Line 2 <input type="text"/>	City <input type="text"/> State / Province / Region <input type="text"/>				
Postal / Zip Code <input type="text"/>	Country <input type="text"/>				
Check box if the street address the same as mailing address	<input type="checkbox"/> Yes				

*Be sure to follow the requirements for signatory authority in this paragraph. Per [40 CFR 122.22](#), DEMLR is not allowed to issue a Certificate of Coverage to anyone other than the persons described in this paragraph.*

*NOTE: It is easier for DEMLR staff to review and approve your e-NOI if the same person named on this tab also signs the NOI Certification Form that is found on Tab D and submits the e-NOI form on Tab E.*

*Make sure that the **Permittee Email Address** is correct, or the permittee will not receive the Certificate of Coverage (COC).*



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### Part C.

#### Project Site Contact Information

1. Type of Ownership\*

2. Primary Site Contact - First Name\*

3. Primary Site Contact - Last Name\*

4. Title

5. Site Contact E-mail Address\*

6. Site Contact Telephone No.\*

7. Organization Name

8. Site Contact Mailing Address\*  
Street Address  
 Enter a location

Address Line 2

City  State / Province / Region

Postal / Zip Code  Country

*There are no federal or state requirements regarding who may serve as the site contact. The site contact person may be the permittee or it may be someone who is working on behalf of the permittee.*

*Regardless of whether the site contact is the permittee or someone else, DEMLR is looking for a person who will be present on the site frequently or can quickly be available on site in case of an inspection. The site contact should be familiar with permit requirements and have authority to require them to be implemented on the site on behalf of the permittee.*

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The **Date E&S Plan Approved** and the **E&SC Plan Project Number/ID** must match the date and project number/ID in the approval letter that you upload on Tab D.

### Part D.

#### Erosion & Sediment Control (E&SC) Plan Approval Information

1. Date E&SC Plan Approved\*



2. E&SC Plan Project Number/ID\*

Assigned by agency or local program

3. E&SC Plan Approved by\*

- State DEQ Office
- Local Program

4. State DEQ Office\*

4. Local Program\*

Select the appropriate plan approval authority from the drop down menu.

If you are under a local program, **be certain that the approval documentation they provided includes the date, the project number/ID, and the number of acres of disturbance**. We cannot approve your plan if the local government has not documented these items.

Documentation of E&SC Plan approval and the signed [Notice of Intent \(NOI\) Certification Form](#) is required for a complete application.

5. E&SC Plan Approval letter/documentation\*

Must be PDF format

6. NOI Certification Form\*

Must be PDF format

Download the **NOI Certification Form** and follow the directions. Ideally, the person who signs the form will be the same person whose name is listed on Tab B and who signs/submits the form on Tab E. Please see "Why do I have to send in the NOI Certification form?" slide on the next page.

YOU MUST MAIL THE ORIGINAL SIGNED NOI CERTIFICATION FORM ([click on this link](#)) to The Stormwater Program at the address on the form for the application to fulfill federal application requirements. The Certification Form should be signed by the same person (or authorized responsible person within the same organization) as in Section B (Permittee Information).

This is an Express Review Project\*

- No
- Yes

For **Express Review Projects**, the applicant has paid the higher express fee to DEMLR for faster service. DEMLR staff are required to review your form within 24 business hours for express projects.

# *Why do I have to send in a paper NOI Certification form?*



*You may be wondering:*

- Why do I have to send in the NOI Certification Form when I'm doing the rest of the application on-line?*
- Isn't Tab E of the e-NOI the same as the NOI Certification Form and why do I have to do both?*

*You are required to submit the NOI Certification Form per EPA's application requirements in [40 CFR 122.21](#). At present, signed hard copies with wet signatures are required by EPA for legal defensibility and reliability. DEMLR staff is in the process of developing electronic processes that meet EPA's legal requirements, but we have not yet achieved approval under the federal [Cross-Media Electronic Reporting Rule \(CROMERR\)](#).*

*DEMLR was able to limit the amount of paper that you are required to submit to a single page. Please send the NOI Certification form with an original signature, **not a photocopy**.*

*The reason that Tab E exists in addition to the form is that the applicant is certifying that the whole application is correct and it makes sense to do this within the form as well.*





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NORTH CAROLINA  
Environmental Quality

- A. Project Information
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North Carolina General Statute 143-215.6B (i) provides that:

Any person who knowingly makes any false statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this Article or a rule implementing this Article; or who knowingly makes a false statement of a material fact in a rulemaking proceeding or contested case under this Article; or who falsifies, tampers with, or knowingly renders inaccurate any recording or monitoring device or method required to be operated or maintained under this Article or rules of the Commission implementing this Article shall be guilty of a Class 2 misdemeanor which may include a fine not to exceed ten thousand dollars (\$10,000).

Under penalty of law, I certify that:

- \*  I am the person responsible for the construction activities of this project, for satisfying the requirements of this permit, and for any civil or criminal penalties incurred due to violations of this permit.
- \*  The information submitted in this NOI is, to the best of my knowledge and belief, true, accurate, and complete based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information.
- \*  I will abide by all conditions of the NCG010000 General Permit and the approved Erosion and Sediment Control Plan.
- \*  If the Erosion and Sediment Control Plan approved by the delegated program is not compliant with Part II (Stormwater Pollution Prevention Plan) of the NCG010000 General Permit, I will nonetheless ensure that all conditions of Part II of the permit are met on the project at all times.
- \*  I hereby request coverage under the NCG010000 General Permit and understand that coverage under this permit will constitute the permit requirements for the discharge(s) and is enforceable in the same manner as an individual permit.

**Make sure to read what you are agreeing to here!**

*You are stating that this application is complete and correct.  
Plus you are taking responsibility for complying with the entire NCG01 Permit.*



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Specify if you are: \*  The Responsible Person named on this Notice of Intent  
 Authorized Responsible Person\*

**Important:** The person who signs this Certification above and signs the NOI Certification Form should be the same person (or authorized responsible person within the same organization) as listed in Section B (Permittee Information) of this form. \*An authorized individual is a responsible corporate officer who owns or operates the construction activity, such as a president, secretary, treasurer, or vice president, or a manager that is authorized in accordance with Part IV, Section B, Item (6) of the NCG010000 General Permit. For more information on signatory requirements, see Part IV, Section B, Item (6) of that permit.

Signature\*

Type Name\*

Title\*

Organization\*

Date\* Date captured on form submission

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I'm not a robot   
reCAPTCHA Privacy - Terms

Submit

Save as Draft

*It is easier for DEMLR staff to review and approve your e-NOI if the person who e-signs this form is same person named on Tab B and who signs the NOI Certification Form that is found on Tab D. Note that if different persons are named in these parts of the e-NOI, then they must work within the same organization.*

*Often, this form is prepared by a consultant who does not have the authority to sign the application. In that case, the consultant or other representative of the permittee may save a draft e-NOI and email the link and password to the permittee. See the directions on the next slide.*

**NOTE:** *The same person (such as a consultant) can save multiple draft e-NOIs and create a different password for each of them, even if they use the same email address. Then they can forward the link and project-specific password to the client for only that draft e-NOI. That client should not have access to any of the other e-NOIs.*

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Thu 5/16/2019 1:17 PM



Coppa, Rebecca

FW: Your form has been saved.

To  Georgoulias, Bethany

Form1

**From:** [laserfiche@ncdenr.gov](mailto:laserfiche@ncdenr.gov) [mailto:[laserfiche@ncdenr.gov](mailto:laserfiche@ncdenr.gov)]

**Sent:** Thursday, May 16, 2019 1:16 PM

**To:** Coppa, Rebecca <[rebecca.coppa@ncdenr.gov](mailto:rebecca.coppa@ncdenr.gov)>

**Subject:** Your form has been saved.

Your form has been saved.

[Click here to complete your form](#)

Laserfiche Forms™

Sign In

Email address

rebecca.coppa@ncdenr.gov

Password

Form1

Forgot your password?

Sign in

You can only log into the saved Draft form with this email address and password.

When I try to log into the Laserfiche Forms general website, I get this error:

You can also save different Draft eNOI forms with the *same* Email address but *different* passwords. You cannot see the other forms associated with that same Email address that has another password. The password for each should be "project-specific."

Sign In

Username

rebecca.coppa@ncdenr.gov

Password

.....

The username or password is incorrect.

# *What if my e-NOI is rejected?*

***If you follow the instructions in the slideshow, your e-NOI should be accepted.***

- *However, if your e-NOI is rejected, you will receive an email explaining the reason(s) for the rejection.*
- *Then, you will have to go and submit a new form from scratch. Therefore, we recommend taking note of the answers you provide in case you have to re-do it.*



# *What if I don't get my Certificate of Coverage (COC)?*

## **A few tips:**

- *Allow up to three business days after submittal to receive your COC.*
- *Remember that the COC will be issued to the permittee and not the consultant. Permittees may wish to check their spam to make sure it wasn't delivered there. Also, make sure that the correct email address was provided.*
- *If you still can't find your COC, you can check in this section of our Laserfiche Repository. The Laserfiche Repository is searchable by name.*





*Can I transfer my COC to another person or organization?*

***No, we can't transfer a COC from one person to another.***

*If ownership of the project changes, then the new owner will need to fill out his/her own e-NOI for the project.*

## **WHY NOT?**

Because (as mentioned previously) this is a completely digital process. When you fill out and submit an e-NOI, you launch a workflow that allows DEMLR staff to review the e-NOI quickly and issue a new COC to the correct person. It also allows automatically updates the record in our files and in our report to EPA.



# *What about the annual permit fee?*

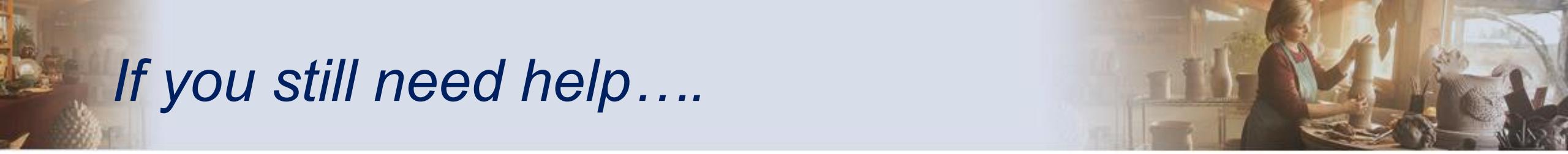


***Per [N.C.G.S. §143-215.3D](#), DEMLR is required to charge a \$100 annual fee for issuance of an NPDES Stormwater General Permit.***

## ***Some things to know:***

- DEMLR is ensuring that the e-NOI form works well before charging the annual fee.*
- You will know when we initiate the permit fee. After you submit a complete & correct e-NOI, you will receive an email notifying you that your application is accepted and the annual fee is due prior to receiving the COC.*
- You will have two choices about how to pay: e-Payment or sending a check.*
- If you got a free COC initially, we will invoice you for the annual fee after one year.*





*If you still need help....*

Please contact:

- Suzanne McCoy at [Suzanne.Mccoy@ncdenr.gov](mailto:Suzanne.Mccoy@ncdenr.gov) or (919) 707-3640
- Annette Lucas at [Annette.Lucas@ncdenr.gov](mailto:Annette.Lucas@ncdenr.gov) or (919) 707-3639

*Thank you for participating in our new electronic application process  
and helping us move forward in the NC Stormwater Program!*

