

**State of North Carolina  
Department of Environment and Natural Resources  
Division of Water Quality**

**Instructions for Completing  
NPDES Small MS4 Stormwater Permit Application (Form SWU-264)**

These instructions are to be used for completing Form SWU-264. A complete permit application package requires the submittal of Form SWU-264 and three copies of a comprehensive Stormwater Management Program Report. The instructions below sequentially guide you through completing Form SWU-264. Use DWQ document SWU-268 *Instructions for Preparing the Comprehensive Stormwater Management Program Report* to prepare the Stormwater Management program report

**I. Applicant Status Information**

- a. Provide the legal name of the Regulated Public Entity (RPE)
- b. Provide the primary type of RPE (federal, state, or Local)
- c. Provide the secondary type of RPE (city, town, village, county, prison, school, etc.)
- d. Federal Standard Industrial Code: Pre-printed on application
- e. Provide the name of the county(s) in which the RPE is located
- f. Provide the RPE's jurisdictional area in square miles. For municipalities who have exercised their Extraterritorial Jurisdictional Authorities under G.S. 160A-360, provide both a measure of your municipal area and your ETJ area.
- g. Provide the latest available permanent population figure for the RPE and the source of that data. Provide a seasonal population figure if data is available.
- h. Provide the latest available 10 year growth rate for the RPE and the source of the data
- i. Indicated whether the RPE is located in whole or in part on Indian Lands.

**II. RPE / MS4 System Information**

- a. Provide a measure of the RPE's storm sewer service area in square miles
- b. Provide the name(s) of the river basin(s) in which the RPE is located
- c. Provide the number of primary receiving streams to which the RPE discharges stormwater
- d. Provide an estimation of the percentage of the RPE jurisdictional area that contain these land uses.
  - i. Residential
  - ii. Commercial
  - iii. Industrial
  - iv. Open Space
- e. Indicate whether there are significant water quality issues listed in your Comprehensive Stormwater Management Report.

**III. Existing Local Water Quality Programs**

- a. Indicate if there is an existing local nutrient management strategy in place within the jurisdictional area of the RPE.
- b. Indicate if there is an existing local water supply watershed program in place within the jurisdictional area of the RPE.
- c. Indicate if the RPE operate a delegated Erosion and Sediment Control program.
- d. Indicate if there is an existing CAMA land use plan in place for the jurisdictional area of the RPE.

#### **IV. Co-Permit Application Status Information**

- a. Do you intend to co-permit with a permitted Phase I entity?
- b. If so, provide the name and permit number of that entity.
  - Name of Phase I MS4
  - Phase I NPDES Stormwater Discharge Permit Number
- c. Do you intend to co-permit with another Phase II entity?
- d. If so, provide the name(s) of the entity.
- e. Indicate if legal agreements have been finalized between the co-permittees?

#### **V. Reliance On Another Entity**

- a. Do you intend that another entity perform one or more of your permit obligations?
- b. If yes, identify each entity and the element they will be implementing:
  - Provide the legal name of the RPE
  - Element(s) they will implement
  - Provide the name of the RPE contact person
  - Provide the mailing address of the RPE contact person
  - Provide the phone number for the RPE contact person
- c. Indicate if the legal agreements are in place to establish responsibilities?

#### **VI. Delegation Of Authority (Optional)**

The signing official may delegate permit implementation authority to an appropriate staff member. This delegation must name a specific person and position and include documentation of the delegation action through board action. If this option is exercised please provide the following information:

- a. The full name of person that permit authority has been delegated to
- b. The title/position of delegated person
- c. Documentation of board action delegating permit authority to this person/position must be provided in the attached application report.

#### **VII. Signing Official's Statement**

All applications, reports, or information submitted to the Director shall be signed and certified by the appropriate authority. For a municipality, county, State, Federal or other public entity, that person shall be either a principal executive officer or ranking elected official. If authority for the NPDES stormwater permit has been appropriately delegated through board action and documented in this permit application, the person/position listed in Section VI above may sign the official statement.

The person signing a document shall make the following certification:

"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."

### **VIII. RPE Contact Information**

Provide the following information for the person/position that will be responsible for the day to day implementation and oversight of the stormwater program

- a. Name of contact person
- b. Position title
- c. Their office location street address
- d. Their P.O. Box number(if applicable)
- e. Their City name
- f. Their State name
- g. Their Zip code
- h. Their phone number
- i. Their fax number
- j. Their e-mail address (if available)

### **IX. PERMITS AND CONSTRUCTION APPROVALS**

Please list all permits or construction approvals received or applied for under the following programs. Include a contact for each item listed if different from the person listed in Item VIII above.

- a. RCRA Hazardous Waste Management Program
- b. UIC program under SDWA
- c. NPDES Wastewater Discharge Permit Number
- d. Prevention of Significant Deterioration (PSD) Program
- e. Non Attainment Program
- f. National Emission Standards for Hazardous Pollutants (NESHAPS) pre-construction approval
- g. Ocean dumping permits under the Marine Protection Research and Sanctuaries Act
- h. Dredge or fill permits under section 404 of CWA

### **X. NARRATIVE APPLICATION SUPPLEMENT: STORMWATER MANAGEMENT PROGRAM REPORT**

The required narrative information for the report is provided in the *Instructions for Preparing the Comprehensive Stormwater Management Program Report (SWU-268)*.