



# Instructions - Notice of Termination (NOT) Form For Ohio EPA General Permits

## Where to file NOT form

NOTs should be submitted electronically. If unable to submit electronically forms must be sent to the following address:

Ohio Environmental Protection Agency  
General Permit Program  
P.O. Box 1049  
Columbus, OH 43216-1049

## Completing the Form

Please complete the online form through the eBusiness Center. If unable to submit electronically, the fill-in form is online at [NPDES General Permits | Ohio Environmental Protection Agency](#) or print legibly in the appropriate areas only. Forms transmitted by FAX will not be accepted. Complete all sections of the NOT form. Incomplete forms will be returned to the applicant for resubmittal.

Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item.

## Section I - Permit Information

Enter the existing Ohio NPDES general permit number assigned to the facility or site for which you are submitting this NOT. If you do not know the permit number, contact the Ohio EPA Storm Water Section at (614) 644-2001.

## Section II - Owner/Applicant Information/Mailing Address

This information should appear on the NOT form as it appears on the original Notice of Intent (NOI) form.

Give the legal name of the person, firm, public organization, or any other entity that operates the facility or site described in the application. The name of the operator may or may not be the same as the facility. The operator of the facility is the legal entity which controls the facility's operation rather than the plant or site manager. For construction activities, the responsible party is the owner or the developer of the property. Do not use a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES permit requirements. Enter the complete address and telephone number of the operator (provide phone number as: area code exchange number).

## Section III - Facility/Site Location Information

This information should appear on the NOT form as it appears on the original Notice of Intent (NOI) form.

Enter the facility's or site's official or legal name and complete address, including city, state, zip code, county, township, and section. If the facility lacks a street address, indicate the street name and approximate address number.

## Section IV - Reason for Termination

Indicate your reason for submitting this NOT by placing an "x" on the appropriate space. You may indicate more than one reason.

### Standard Certification

The standard certification should be completed except where a specific certification (listed below) is required.

### Industrial Storm Water and Coal Mining Activity Certification Only

This certification should be completed only if you are submitting this NOT to terminate permit coverage under the storm water general permit associated with industrial activity or the general permit associated with coal mining activity.

### Construction Certification Only

This certification should be completed only if you are submitting this NOT to terminate permit coverage under the storm water general permit associated with construction activity.

Note for all certifications: provide date as month day year using 2 digits for each space.

## Signatory Requirements

Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows.

For a corporation; by a responsible corporate officer, which means: (1) a president, secretary, treasurer or vice-president of the corporation in charge of a principal business function or any other person who performs similar policy or decision-making functions for the corporation; or (2) the manager of one or more manufacturing, production or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship; by a general partner or the proprietor; or

For a municipality, state, federal, or other public facility; by either a principal executive officer or ranking elected official.