
Ohio EPA Instructions

Notice of Intent (NOI) Application form - For Requesting Coverage
Under An Ohio Environmental Protection Agency
General Permit To Install for Sanitary Sewer Extensions

**** IMPORTANT ****

DO NOT COMPLETE THE NOI WITHOUT FIRST READING THESE INSTRUCTIONS.

What is a NOI Application Form?

NOI stands for Notice of Intent. It is a short application form to request initial coverage or to renew coverage under a general permit. The applicant must certify their intention to comply with a general permit by submitting a complete NOI. The application shall be submitted to the appropriate Ohio EPA District Office.

Who Must File a NOI Application Form for the General PTI?

A person who proposes to install a sanitary sewer extension must obtain approval from the Director of Ohio EPA prior to installing the sewer. If the applicant would like to obtain coverage under the General PTI for Sanitary Sewer Extensions, then they must submit an NOI and the specified accompanying documents to the appropriate Ohio EPA District Office. General PTI coverage is optional-anyone may choose to apply for an individual PTI.

Each applicant must meet the requirements found in the general permits regarding eligibility and applicability. **Do not** submit the NOI application form unless you meet **all** of those requirements.

Where to file NOI Application Form

NOIs shall be submitted electronically through the liquid files submission located on Ohio EPA PTI (Permit-to-Install) webpage.

[Wastewater Permit-to-Install \(PTI\) Program | Ohio Environmental Protection Agency](#)

**** IMPORTANT ****

Responses must be typewritten or printed legibly in the spaces provided. NOIs transmitted by FAX will not be accepted. Incomplete NOI application forms will not be accepted. All fees will be kept, including fees associated with incomplete applications.

Completing the Form

All responses must be typewritten or printed legibly in the appropriate areas only. Please place each character slightly above the appropriate line on the NOI application form. If necessary, abbreviate to stay within the space allowed for each item. Use only one space for breaks between words. If the requested information does not apply to your facility, leave it blank. Do not include any symbols or punctuation marks unless otherwise noted in these instructions. Each NOI application form must be accompanied by a check for payment of the proper application fee. **Be sure to read the instructions printed at the top of NOI application form before completing the form.**

1. Project Name: Enter the project name that appears on all forms and the detailed plans. The project name must remain the same on all forms and the detailed plans.

2. Brief Project Description: Describe where the project is and what the project entails.

3. Applicant Information/Mailing Address

Name: Fill in the legal name of the firm, person, public organization, or other entity that operates the facility or site described in this application. The name of the operator may or may not be the same as the facility. The company name is the name of the responsible party that is the legal entity that controls the facility's installation or operation. Do not use a colloquial name.

Mailing Address: Enter the complete mailing address; including street address, city, state, and zip code. The permit and any correspondence will be mailed to this address.

Contact Name: Give the name of a contact person who is responsible for addressing PTI requirements.

Title: Job title of person listed under Contact Name.

Phone and Fax: Provide the contact person's phone and fax numbers as: area code exchange numbers.

E-Mail Address: Enter the contact person's e-mail address, if available.

4. Engineer Information

Name: Fill in the legal name of the firm, person, public organization, or other entity that has designed the facility described in this application. Do not use a colloquial name.

Mailing Address: Enter the complete mailing address; including street address, city, state, and zip code. The permit and any correspondence will be mailed to this address.

Contact Name: Give the name of a contact person who is responsible for addressing PTI requirements.

Title: Job title of person listed under Contact Name.

Phone and Fax: Provide the contact person's phone and fax numbers as: area code exchange numbers.

E-Mail Address: Enter the contact person's e-mail address, if available.

5. Project Location

Street Address or Location: Enter the physical address or location of the project, not the mailing address, including the County, Township and Municipality.

Latitude/Longitude: Please indicate the latitude and longitude of the point of discharge (connection to existing sewer, manhole or treatment plant) to the nearest 15 seconds (provide coordinates as: degrees minutes seconds using 2 digits in each space; e.g. latitude 40 15 35, longitude 80 41 22; do not use symbols). Latitude/Longitude is available from USGS topographical maps (see "Facility Address/Location").

Method of Determination: Method used to determine the Latitude/Longitude.

6. Will one or more acres be disturbed during construction of this project

Yes/No: Mark yes or no depending on how much total area the project will disturb. (This includes all areas disturbed, not just the area disturbed by sewerage installation.)

Date submitted: If yes was marked, fill in the date the stormwater NOI was submitted to Ohio EPA. If no was marked, this section does not need to be filled out.

Date coverage granted: If yes was marked, fill in the date coverage was granted under Ohio EPA's stormwater general permit. If no was marked, this section does not need to be filled out.

7. Estimated Project Schedule

Beginning Construction Date: This date should be an estimate of when construction will start on the project. This date should not be the same date as when the sanitary sewer extension NOI is submitted. Construction is not allowed to begin on the project until the applicant receives coverage under this general permit to install or is granted an

individual permit to install.

Ending Construction Date: This is the date construction is expected to finish on the sewer extension.

Beginning Operation Date: This is the date the sewer extension is expected to first be used.

8. Project Cost

Installation/Construction Cost: Enter the total cost of the sewer construction portion of the project and mark how the cost was determined: actual, bid, or estimate.

Annual Operation/Maintenance Cost: Enter the expected operation or maintenance costs of the sewer. If there are no costs expected, enter zero.

Are Water Pollution Control Loan Funds going to be used for this project: Mark yes if funds for the project are coming from the Water Pollution Control Loan. If no, enter the source for the funding of the project.

9. Fee Calculations

Plan Review Fee (construction cost x .0065): This should be the number entered in Part 8 of the NOI under Installation/Construction Cost multiplied by .0065. The total fee will be the result of this multiplication plus the \$200 that is automatically entered in the fee calculation section. The total fee shall not exceed \$15,100 in any circumstance.

10. Signature of the Applicant (See Ohio Administrative Code 3745-42-03)

Typed Name: Type the name and title of the person who will sign the form.

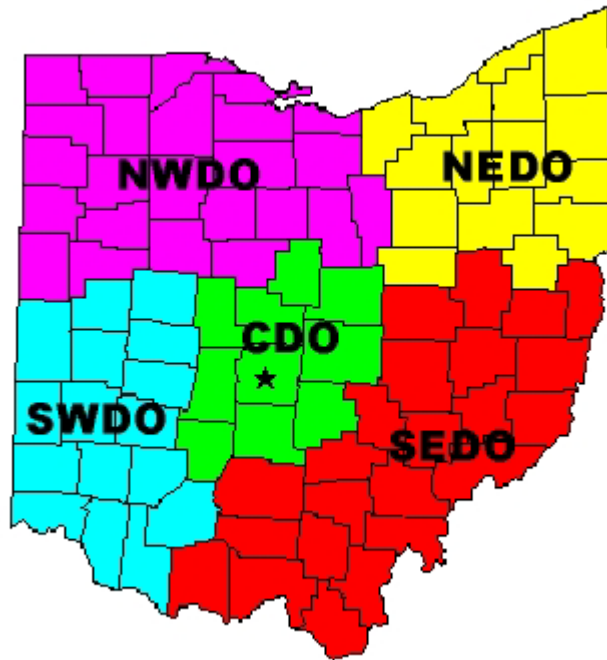
Signature: Sign and date the form.

Federal and State statutes provide for severe penalties for submitting false information on this application form. In the case of co-permittees, attach a separate sheet of paper re-stating the NOI certification statement and each co-permittee is to provide the individual's name, title, name of the entity represented, signature, and date. 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; respectively, or

For a municipality, state, or other public facility: by either a principal executive officer, the ranking elected official, or other duly authorized employee.



Central District Office

(614) 728-3778

Physical Address:

Lazarus Government Center

122 S. Front St.

Columbus, OH 43215

Mailing Address:

Ohio EPA-CDO

P. O. Box 1049

Columbus, OH 43216-1049

Northeast District Office

(330) 963-1200

2110 East Aurora Road

Twinsburg, OH 44087

Northwest District Office

(419) 352-8461

347 N. Dunbridge Road

Bowling Green, OH 43402

Southeast District Office

(740) 385-8501

2195 E. Front St.

Logan, OH 43138.

Southwest District Office

(937) 285-6357

401 East Fifth St.

Dayton, OH 45402