

## Appendix A: NPDES 1200-C Permit Application Form



Please answer all questions. An incomplete application will not be processed.  
If the information requested is not applicable or not yet available, please indicate as such.

#### A. REFERENCE INFORMATION

- A1 Enter the legal name of the applicant. Permit coverage will be issued to this entity. This is the person, business, public organization, or other entity responsible for assuring that erosion and sediment controls are in place and in working order through the life of the project. This must be the **legal** Oregon name (i.e., Acme Products, Inc.) or the **legal** representative of the company if it operates under an assumed business name (i.e., John Smith, dba Acme Products). The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division in Salem at 503-378-4752 or <http://www.filinginoregon.com>, unless otherwise exempted by their rules.
- To streamline administration and provide continuous permit coverage, the permit may be transferred from one party to another. For example, if a contractor feels that they will not be able to get a permit before the projected start date, the developer may apply for a permit and then transfer the permit over to the contractor. The transfer fee is \$60. Transfer forms are available from DEQ or at <http://www.deq.state.or.us/wq/wqpermit/PmtTfrAppl.pdf>.
- A2-4 Complete as indicated.
- A5 Enter invoicing information for annual compliance determination fee billing purposes if different from the Applicant in A1 (e.g., "Invoice To: Business Office – Accounts Payable").

#### B. PROJECT SITE INFORMATION

- B1-4 Complete as indicated.
- B5 Enter the latitude and longitude of the approximate center of the facility or site in degrees/minutes/seconds. Latitude and longitude can be obtained from DEQ's location finder web site at <http://deq12.deq.state.or.us/website/findloc/> or from United States Geological Survey (USGS) quadrangle topographic maps by calling toll-free at 1-888-ASK-USGS (1-888-275-8747). For obtaining latitude and longitude from USGS maps, instructions may be obtained from DEQ's web site at <http://www.deq.state.or.us/wq/wqpermit/LatLongInstr.pdf>.
- B6-7 Complete as indicated.
- B8 Complete as indicated. If storm water will discharge to municipally owned storm sewer, authorization from the municipality must accompany this application. This authorization may be in the form of a preliminary approval letter from the city or county. The authorization does not have to be addressed directly to DEQ. It may be a preliminary review document developed by the city or county indicating that the project is approved in concept.

#### C. EROSION AND SEDIMENT CONTROL PLAN

- C1 Complete as indicated. A detailed Erosion and Sediment Control Plan must be approved by DEQ before any activities may begin. Instructions on how to complete a plan may be found in DEQ's guidance document *NPDES Storm Water Regulations for Construction Projects* or at <http://www.deq.state.or.us/wq/wqpermit/genpermits/npdes1200c/Gen1200CGuidance.pdf>
- The plan must be submitted to DEQ at least thirty days before beginning any activities. Plan approval by DEQ will be in writing or by default (no response from DEQ thirty days after submitting plan). DEQ's agents may follow a different schedule.
- C2 Complete as indicated.

#### D. LAND USE COMPATIBILITY STATEMENT

A Land Use Compatibility Statement (LUCS) must be signed by local planning department. If there are any conditions placed on the land use approval, the findings must be included. The LUCS form may be obtained from DEQ, found at <http://www.deq.state.or.us/pubs/permithandbook/generallucs.pdf>.

#### E. SIGNATURE

The legally authorized representative must sign the application. Please see the application form for more information.

#### FEE AND APPLICATION SUBMITTAL

The permit application fee total is **\$670**. The permittee will also be billed an annual compliance fee of \$330 in June for every year the permit is in effect. Please see the next page and the application form for the location to submit your fee and application.

## DEQ MAIN REGIONAL OFFICES

If you have any questions, please contact the Water Quality Permit Coordinator in the DEQ regional office responsible for your county.

**Northwest Region**  
 2020 SW 4<sup>th</sup> Ave., #400  
 Portland, OR 97201  
 503-229-5263  
 1-800-452-4011  
 503-229-6945 TTY  
 503-229-6945 fax

**Eastern Region**  
 700 SE Emigrant, #330  
 Pendleton, OR 97801  
 541-276-4063  
 1-800-452-4011  
 541-276-4063 TTY  
 541-278-0168 fax

**NORTHWEST REGION**

**WESTERN REGION**

**EASTERN REGION**

**Western Region**  
 750 Front St. NE, #120  
 Salem, OR 97301  
 503-378-8240  
 1-800-349-7677  
 503-378-3684 TTY  
 503-373-7944 fax

<b>NORTHWEST REGION</b>		<b>WESTERN REGION</b>			
(county)		(county)			
Clackamas	Multnomah	Benton	Douglas	Lane	Marion
Clatsop	Tillamook	Coos	Jackson	Lincoln	Polk
Columbia	Washington	Curry	Josephine	Linn	Yamhill
<b>EASTERN REGION</b>					
(county)					
Baker	Gilliam	Hood River	Lake	Sherman	Wallowa
Crook	Grant	Jefferson	Malheur	Umatilla	Wasco
Deschutes	Harney	Klamath	Morrow	Union	Wheeler
<b>DEQ HEADQUARTERS</b>					
811 SW 6 <sup>th</sup> Avenue					
Portland, OR 97204					
503-229-5696 / 800-452-4011 (toll-free inside Oregon)					
503-229-5317 sight impaired / 503-229-6993 hearing impaired TTY					

**DEQ USE ONLY**

Application #: \_\_\_\_\_  
File #: \_\_\_\_\_  
Mail ID #2/#9: \_\_\_\_\_  
LLID/RM: \_\_\_\_\_  
ACD Fee Paid: \_\_\_\_\_  
DOC Conf.: \_\_\_\_\_  
Notes: \_\_\_\_\_

**APPLICATION FOR  
NEW NPDES GENERAL PERMIT 1200-C**



**Oregon Department of Environmental Quality**

For construction activities, including clearing, grading, and excavation, that disturb 5 or more acres of land, or will disturb 5 or more acres over time as part of a common plan of development.  
(For 1 or more acres of disturbance starting 12/01/2002)

**DEQ USE ONLY**

Received: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Deposit #: \_\_\_\_\_  
 IND  DOM  UIC: \_\_\_\_\_  
Notes: \_\_\_\_\_

**A. REFERENCE INFORMATION**

<p>1. _____ Applicant (Owner, Developer, or General Contractor)</p> <p>_____ Contact Name</p> <p>_____ Address</p> <p>_____ City _____ State _____ Zip</p> <p>_____ Telephone _____ E-Mail Address</p>	<p>2. _____ Owner (if different from applicant)</p> <p>_____ Contact Name</p> <p>_____ Address</p> <p>_____ City _____ State _____ Zip</p> <p>_____ Telephone _____ E-Mail Address</p>
<p>3. _____ Architect/Engineering Firm</p> <p>_____ Project Manager</p> <p>_____ Address</p> <p>_____ City _____ State _____ Zip</p> <p>_____ Telephone _____ E-Mail Address</p>	<p>4. _____ Applicant's Designated Erosion and Sediment Control Inspector</p> <p>_____ Contact Name</p> <p>_____ Address</p> <p>_____ City _____ State _____ Zip</p> <p>_____ Telephone _____ E-Mail Address</p>

5. Invoice to: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

**B. PROJECT INFORMATION**

<p>1. Name of Project: _____</p>	<p>2. Proposed Start Date: _____</p>
<p>3. General Property Description</p> <p>Street Address: _____</p> <p>Cross Street: _____</p> <p>City: _____ Zip Code: _____</p> <p>County: _____</p>	<p>4. Legal Description</p> <p>Tax Lot No.: _____</p> <p>Section: _____ Township _____ Range _____</p> <p>Site Size (acres): _____</p> <p>Disturbed Area (acres): _____</p>

**Name of Applicant:** \_\_\_\_\_ **Name of Project:** \_\_\_\_\_

**B. PROJECT INFORMATION**  
continued

<p>5. Site Location by Latitude and Longitude</p> <p>Latitude: _____ / _____ / _____                            Degrees               Minutes               Seconds</p> <p>Longitude: _____ / _____ / _____                            Degrees               Minutes               Seconds</p>	<p>6. Nature of the Construction Activity</p> <p>Single Family/Duplex Residential          Commercial          Industrial          Subdivision, Number of Lots: _____          Utilities: _____          Other: _____</p>
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<p>7. Existing Site Runoff</p> <p>Creek/Stream: _____          Ditch: _____          Municipal Storm Sewer or Drainage System          Other: _____</p>	<p>8. Proposed Site Runoff</p> <p>Creek/Stream: _____          Ditch: _____          Municipal Storm Sewer or Drainage System (See Note)          Other: _____</p> <p><i>Note: If storm water discharges to a municipally owned storm sewer, authorization from the municipality must accompany this application.</i></p>
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**C. EROSION AND SEDIMENT CONTROL PLAN**

<p>1. Erosion and Sediment Control Plan Submittal</p> <p>Included with this application          To be provided at a later date, approx. date: _____</p>	<p>2. Contact Name for Plan: _____</p> <p>Telephone: _____          E-Mail: _____</p>
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**D. LAND USE COMPATIBILITY STATEMENT**

Attach a complete Land Use Compatibility Statement (LUCS) signed by the local land use authority. The application will not be processed without evidence that the proposal is approved by the local land use authority and meets statewide planning goals.

**E. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE**

The legally authorized representative must sign the application. Please see the following definitions (see 40 CFR 122.22 for more detail if needed). Also, please also provide the information requested in brackets [ ].

- ◆ **Corporation** — president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million that is authorized in accordance to corporate procedure to sign such documents
- ◆ **Partnership** — General partner [list of general partners, their addresses and telephone numbers]
- ◆ **Sole Proprietorship** — Owner(s) [each owner must sign the application]
- ◆ **City, County, State, Federal, or other Public Facility** — Principal executive officer or ranking elected official
- ◆ **Limited Liability Company** — Member [articles of organization]
- ◆ **Trusts** — Acting trustee [list of trustees, their addresses and telephone numbers]

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative Rules 340-045. This includes a renewal application fee to renew the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

<p>Name of Legally Authorized Representative (Type or Print)</p>	<p>Title</p>
<p>Signature of Legally Authorized Representative</p>	<p>Date</p>

**Send this form, Land Use Compatibility Statement, and \$670 fee to the appropriate DEQ regional office:**  
 Make your check payable to the Department of Environmental Quality

<p><b>DEQ Northwest Region</b>          2020 SW 4<sup>th</sup> Ave., Suite 400          Portland, OR 97201-4987          503-229-5263 or 1-800-452-4011</p>	<p><b>DEQ Western Region</b>          750 Front St. NE, Suite 120          Salem, OR 97301-1039          503-378-8240 or 1-800-349-7677</p>	<p><b>DEQ Eastern Region</b>          700 SE Emigrant, Suite 330          Pendleton, OR 97801          541-276-4063 or 1-800-452-4011</p>
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