



Instructions for Completing the MS4 Co-Permittee Notice of Intent (NOI) for NPDES Small MS4 General Permit Coverage

Who must file a MS4 Co-Permittee NOI form?

The MS4 Co-Permittee Notice of Intent (NOI) application form is used by MS4 operators requesting shared coverage under the NPDES Small MS4 general permit. A common example of this is a County completes the initial NOI form and Townships and other MS4 operators each complete the MS4 Co-Permittee NOI form requesting shared coverage. The SWMP should reflect who is implementing which measures and on whose behalf. The applicant must certify their intention to comply with the Small MS4 general permit when submitting the completed Co-Permittee NOI. There is no fee for this application form. The application must be submitted to the following address:

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

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 Co-Permittee 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.

Section I – MS4 Applicant Information/Mailing Address

- **MS4 (Applicant) Name:** Fill in the legal name of the public organization (other than the initial NOI applicant) that operates the MS4 described in this application.
- **MS4 Contact Person:** Give the name of the primary contact person who is responsible for addressing NPDES MS4 requirements.
- **Phone and Fax:** Provide the MS4 contact person's phone and fax numbers.
- **Mailing Address:** Enter the complete mailing address; including street address, city, state, and zip code.
- **E-Mail Address:** Enter the MS4 contact person's e-mail address, if available.
- **Initial Coverage/Renewal Coverage:** The Co-Permittee NOI form may be submitted to initiate first-time coverage under the Small MS4 general permit or to continue coverage under a renewed Small MS4 general permit. Place an "X" in the appropriate space.
- **Existing Ohio EPA Facility Permit Number Requesting Coverage Under:** Enter the existing facility permit number provided to the initial applicant and any other co-permittees which you are requesting coverage. If you are renewing coverage under the same facility permit number then enter your existing facility permit number.

Section II – Initial MS4 Applicant Information/Mailing Address

- **Initial MS4 Applicant Name:** Enter the name of the initial MS4 applicant, such as a County, whom completed the initial NOI form.
- **MS4 Contact Person:** Give the name of the initial MS4 applicant person who is responsible for the NPDES MS4 requirements.
- **Phone and Fax:** Provide initial MS4 applicant contact person's phone and fax numbers.
- **Mailing Address:** Enter the complete mailing address of the initial MS4 applicant, including street address, city, state, and zip code.
- **E-mail Address:** Provide the initial MS4 applicant contact person's e-mail address, if available.

Section III - Certification

Type or print the name and title of the person who will sign the form. Next, sign and date the form. Federal and State 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 municipality, state, or other public facility; by either a principal executive officer, the ranking elected official, or other duly authorized employee.