



Salt Lake City Department of Public Utilities
Storm Water Division
1530 S. West Temple
Salt Lake City, Utah 84115

Stormwater Discharge Permit for Construction Activities
Notice of Intent
CITY-OWNED PROJECTS

Date Received (internal SLCDPU only): _____

Permit No. (PUT#) (internal SLCDPU only): _____

Expiration Date (internal SLCDPU only): _____

Notice of Intent (NOI) to be covered under a City Discharge Permit for Storm Water Discharges Associated with Construction Activities under the Salt Lake City Multiple Separate Storm Sewer System (MS4) UPDES Permit UTS000002. This permit is required for projects with a land disturbance of greater than or equal to one acre, including projects less than one acre of disturbance that are part of a larger common plan of development or sale which will collectively disturb at least one acre or projects which are less than one acre of disturbance but located in sensitive or high-profile areas.

Storm Water Pollution Prevention Plan SWPPP requirements can be found in the UPDES Construction General Permit (U-CGP). A copy of the full U-CGP document and other resources may be downloaded at <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>.

Submission of this Notice of Intent constitutes the understanding that the party(s) identified in Section I of this form intend(s) to be **authorized under Salt Lake City's Storm Water Discharges Construction Activities permit (SW#) for one year; with a requirement for annual renewal to maintain coverage beyond the expiration date.** Becoming a Permittee obligates such discharger to comply with all the terms and conditions of Salt Lake City's Storm Water Ordinance Title 17.84 and the State of Utah (UPDES) Construction General Permit, regardless of state permit coverage status, in addition to annual inspections and maintenance of post construction BMPs.

Ground disturbing and construction activities shall not commence until: (1) the Owner/Operator have received a SLC Construction Activities Permit (PUT#) with all fees paid, (2) Best Management Practices (BMPs) have been installed per the approved SWPPP, (3) a SWPPP Pre-Construction meeting with the SLCDPU Stormwater Quality (SWQ) Team has been completed, and (4) an initial inspection of the site's installed BMPs has been completed by SWQ staff which demonstrates full compliance with the project's SWPPP. To schedule the SWPPP Pre-Construction Meeting and Initial Inspection, please contact the SLCDPU SWQ Team at Stormwaterquality@slcgov.com.

All fields must be legibly filled out in type or print in black/blue ink (refer to pages 3, 4, and 5 for details and instructions)

I. OWNER INFORMATION:

Name (Owner): _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person (Project Manager): _____ Phone: _____

Email: _____

OPERATOR INFORMATION:

Name (Operator): _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Email: _____

If you have more co-permittees than space allows on this form, please use back of page.

II. SITE INFORMATION:

Name (Site/Project): _____

Address: _____

City: _____ State: _____ Zip: _____

Site Contact Person: _____ Phone: _____

Email: _____

III. SWPPP COORDINATOR:

Name of the contact person responsible for overseeing implementation and coordination of the SWPPP on behalf of the Owner/Operator if different from the Owner/Operator contact:

Name: _____ Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____



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IV. TYPE OF CONSTRUCTION

Identify the type of construction (check all that apply):

- ☐ Residential ☐ Commercial ☐ Industrial ☐ Road
☐ Bridge ☐ Utility ☐ Contouring, Landscaping
☐ Other _____

V. BEST MANAGEMENT PRACTICES

Identify the best management practices (BMPs) proposed for the site and date of implementation:

- ☐ Silt Fences/Other ☐ Inlet protection ☐ Track out ☐ Sweeping
☐ Sediment ponds ☐ Berms/ditches ☐ Mulching/Geotextiles
☐ Seeding/preservation of vegetation ☐ Other: _____

Date of implementation: _____

VI. ESTIMATED DATES OF CONSTRUCTION & AREA OF DISTURBANCE:

Start Date: _____

Estimated Completion Date: _____

Estimated area to be **disturbed** (in acres): _____

VII. STORM WATER POLLUTION PREVENTION PLAN: A storm water pollution prevention plan (*SWPPP*) is required to be developed, submitted, and approved before the *NOI* will be issued. Storm Water Pollution Prevention Plan *SWPPP* requirements can be found in the UPDES Construction General Permit for Construction Activities Permit (*U-CGP*). A copy of the UPDES permit may be downloaded from the internet at: <https://documents.deq.utah.gov/water-quality/stormwater/construction/DWQ-2020-013890.pdf>.

Additionally, a *SWPPP* template has been provided by the state of Utah (DWQ) which meets the requirements of the *U-CGP*: <https://documents.deq.utah.gov/water-quality/permits/updes/DWQ-2021-002832.docx>.

☐ *SWPPP* on file with SLCDPU (if not, the *SWPPP* is not compliant until approved by SLCDPU)

VIII. RECEIVING WATERS OF THE STATE:

Identify the Waters of the State of Utah that receive storm water discharges from the project's permitted site(s) of Construction activities:

- ☐ Emigration Creek ☐ Parley's Creek ☐ City Creek ☐ Jordan River
☐ Red Butte Creek ☐ Other: _____

Approximate distance from receiving waters identified: _____

****If the applicant is not certain of the receiving water, please contact stormwaterquality@slcgov.com****



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IX. CERTIFICATION

I certify under penalty of law that I am duly authorized to sign this NOI, and that I have read and understand the Part 1 eligibility requirements for coverage under the U-CGP for storm water discharges from construction activities. I further certify that to the best of my knowledge, all discharges and BMPs that have been scheduled and detailed in a storm water pollution prevention plan will satisfy requirements of this permit. I understand that continued coverage under this permit is contingent upon maintaining eligibility as provided herein.

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision of those who have placed their signature(s) below, 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 fine and imprisonment for knowing violations.

Operator: (print name and signature of the **Operator** from first page)

Printed Name: _____

Signature: _____

Date: _____

Fee: Amount of Permit Fee Enclosed: \$ _____

Who must file for a Notice of Intent (NOI) form?

Operator: The party that has the day-to-day operational control of the project and site activities and ensures compliance with this permit.

Where to file Notice of Intent (NOI) form:

If submitting electronically, submit the NOI form by email to PUDevServ@slcgov.com

If submitting hardcopy, the NOI form with application fee payment must be sent to the following address:

**Salt Lake City Corporation
Department of Public Utilities
Attention: SLCDPU Contracts Office
1530 South West Temple
Salt Lake City, UT 84115**

Permit Application Fees: \$132

MAKE CHECKS PAYABLE TO: Salt Lake City Department of Public Utilities

Initial Inspection Fee: \$132.00

Re-Inspection Additional Fee: \$44.00

Annual Renewal Fee: \$132.00 (using supplied NOI-Renewal form)

****NOI-Renewal form can be downloaded from <https://www.slc.gov/utilities/stormwater/stormwater-2/>****



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Beginning of coverage:

Coverage under the SLC Storm Water Construction Activities Permit is immediate after a Public Utilities Permit (*PUT* number) is issued, application fees are paid, and this *NOI* is signed and included in the project's SWPPP, at which time this completed *NOI* form becomes your *Salt Lake City Storm Water Construction Activities Permit*.

Ground disturbing and construction activities shall not commence until:

- (1) the Operator has received an SLC Storm Water Construction Activities Permit Number (*PUT*#),
- (2) Best Management Practices (*BMPs*) have been installed per the approved SWPPP,
- (3) a SWPPP Pre-Construction meeting with the SLCDPU Stormwater Quality Team has been completed, and
- (4) an initial inspection of the site's installed *BMPs* has been completed which demonstrates full compliance with the project's SWPPP.

To schedule the Pre-Construction Meeting and Initial Inspection, please contact the SLCDPU Stormwater Quality team at Stormwaterquality@slcgov.com.

A copy of the *SWPPP*, *U-CGP*, State *NOI* and this Permit shall remain on site throughout the course of the project.

Duty to Comply:

By accepting this Permit the Permittee(s) must comply with all conditions of the *U-CGP* and this Permit. Any Permit noncompliance constitutes a violation and is grounds for escalating enforcement including but not limited to penalties, permit termination, revocation, or denial for permit renewal.

Inspections will be performed throughout the duration of the project. Fees and penalties may be assessed for permit/ordinance violations. See Attachments 1 and 2.

Notice of Termination (*NOT*):

Upon completion of construction activities, the site must be stabilized (see the *U-CGP* for final stabilization requirements) and post-construction *BMPs* installed according to the stamped engineering plans.

The *NOT* form must be completely filled out and submitted to SLCDPU, all fees and penalties must be paid, all temporary *BMPs* must be removed, and a final site inspection scheduled with the SLCDPU stormwater quality inspector must be completed before the project can be terminated.

Penalties for Violations of Permit Conditions:

Penalties will be determined using the:

- *Single Event Violation Codes* (refer to Attachment 1)
- *Utah Water Quality Act Civil Penalty Determination Chart* (refer to Attachment 2)



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Instruction for filling out the NOI**

SECTION I – PROJECT/SITE OWNER/OPERATOR INFORMATION

The Owner is typically the property owner: Salt Lake City Corporation. This section must be completely filled out with the legal name(s) of the person(s) that is responsible for the construction activity being performed; in most cases this will be the Project Manager.

The Operator is typically the general contractor responsible for day-to-day site operations including the implementation of the *SWPPP*, and coordination with the inspector(s).

SECTION II - PROJECT/SITE LOCATION INFORMATION

Enter the official or legal name and project number (if any) and complete street address, including city, state and ZIP code. If the project or site lacks a street address, indicate the approximate location providing the nearest cross street address.

SECTION III - TYPE OF CONSTRUCTION

Check each type of construction that applies to this application.

SECTION IV – BEST MANAGEMENT PRACTICES

Check each type of BMP that will be used to control storm water runoff at the job site.

SECTION V - ADDITIONAL INFORMATION REQUIRED

Enter the project start date and the estimated completion date for the entire development plan. Provide an estimate of the total area on which soil will be disturbed (round to the nearest acre).

SECTION VI - CERTIFICATION

The operator must sign this form.

State statutes provide for severe penalties for submitting false information on this application form. City ordinance requires this application to be signed as follows:

For a corporation: by a responsible corporate officer, which means: (i) 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, or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million, if 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.

SEV #	PERMIT COVERAGE	1st Offense	2nd Offense	3rd Offense	Penalties after 3rd Offense
1	Operator unpermitted (or operating without Pre-Con or Initial-Inspection) for __ months (# months equals number of violations)	\$400.00 per month unpermitted (or without approval to begin construction)			
SWPPP REVIEW					
2	SWPPP not prepared (If no SWPPP, leave elements 3 to 24 blank)	\$3,000.00	\$6,000.00	\$9,000.00	SLC Ordinance 17.87
3	SWPPP prepared but prepared after construction start (# of months = # of violations)	\$200.00 per month without SWPPP prepared			
4	SWPPP does not list and identify all potential sources of pollution to include: portable toilet, fuel tanks, egress points, staging areas, waste containers, chemical storage areas, concrete washout, paints, solvents, etc.	\$75.00	\$150.00	\$225.00	SLC Ordinance 17.87
5	SWPPP does not identify all owner and general contractor for the project site	\$50.00	\$100.00	\$150.00	SLC Ordinance 17.87
	SWPPP does not have site description, as follows (6-10):				
6	Nature of activity in description (including disturbed & total acres)	\$40.00	\$80.00	\$120.00	SLC Ordinance 17.87
7	Intended sequence of major activities	\$40.00	\$80.00	\$120.00	SLC Ordinance 17.87
8	Site Map	\$400.00	\$800.00	\$1200.00	SLC Ordinance 17.87
9	Site map does not show boundaries of project & disturbances, drainage patterns, slopes, stockpiles, surface waters, inlets, egress points, storm water control measures, natural buffers, structures (to be constructed), stabilization practices, offsite staging, waste bins, equipment storage areas, discharge points, areas of final stabilization (each relevant omission is 1 violation)	\$25.00	\$50.00	\$75.00	SLC Ordinance 17.87

RIGHT OF DISPUTE DISCLAIMER: Responsible parties desiring to dispute any fines issued for violations enumerated on this document, must submit a written request to the Stormwater Quality Program Manager by emailing Stormwaterquality@slcgov.com.

SEV #	PERMIT COVERAGE	1st Offense	2nd Offense	3rd Offense	Penalties after 3rd Offense
10	SWPPP does not have location/description industrial activities including concrete, asphalt batch plants, staging areas, equipment or supply storage, borrow areas (including those that are off-site).	\$75.00	\$150.00	\$225.00	SLC Ordinance 17.87
11	SWPPP does not describe all pollution control measures (e.g. BMPs), and show details and specifications for proper installation. (include 0.5 for description and 0.5 for details & specifications for each BMP not provided in SWPPP).	\$75.00	\$150.00	\$225.00	SLC Ordinance 17.87
12	SWPPP does not describe permanent and interim stabilization practices	\$75.00	\$150.00	\$225.00	SLC Ordinance 17.87
13	SWPPP does not identify and show locations of the source of non-storm water discharge.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
14	SWPPP does not describe and show locations of natural buffer by water body(ies).	\$150.00	\$300.00	\$450.00	SLC Ordinance 17.87
15	SWPPP does not describe the use of treatment chemicals	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
16	SWPPP does not have description of spill prevention and response procedures.	\$50.00	\$100.00	\$150.00	SLC Ordinance 17.87
17	SWPPP does not have a description of measures that will be used to control <u>waste</u> on the site including: demolition debris, spoils (unwanted dirt), construction waste, hazardous or toxic waste, and sanitary waste. (include 1 for each deficiency).	\$50.00	\$100.00	\$150.00	SLC Ordinance 17.87
18	SWPPP does not describe inspection procedures including inspectors (and certifications), inspection schedules, inspection forms or checklists, and procedures for corrective action. (1 violation for each deficiency).	\$50.00	\$100.00	\$150.00	SLC Ordinance 17.87

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SEV #	PERMIT COVERAGE	1st Offense	2nd Offense	3rd Offense	Penalties after 3rd Offense
19	SWPPP does not describe training of personnel responsible for conducting inspections, taking corrective action, applying or storing treatment chemicals, and those involved with design; installation; maintenance; and repair of storm water control measures.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
20	Copy of permit and/or NOI not in SWPPP (each omission is 1 violation)	\$50.00	\$100.00	\$150.00	SLC Ordinance 17.87
21	SWPPP has not been updated to match corrections and modifications made on the site.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
22	Copy of SWPPP not retained on site	\$300.00	\$600.00	\$900.00	SLC Ordinance 17.87
23	A SWPPP not made available upon request	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
24	SWPPP not signed/certified	\$50.00	\$100.00	\$150.00	SLC Ordinance 17.87

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SEV #	PERMIT COVERAGE	1st Offense	2nd Offense	3rd Offense	Penalties after 3rd Offense
INSPECTIONS					
25	Number of inspections not performed and documented either once every 7 days, or once every 14 days and within 24 hours after storm event greater than 0.5 inches (not required if: permanent stabilization; runoff unlikely due to winter conditions; once a month if temp stabilization) Count each failure to inspect and document as one violation -- see next 5 rows.	\$200.00	\$400.00	\$600.00	SLC Ordinance 17.87
	No inspections conducted and documented (if true leave elements 26 to 29 blank):	True or False			
	Number of inspections expected if performed every 7 days:	(multiplier)	(multiplier)	(multiplier)	SLC Ordinance 17.87
	Number of inspections expected if performed biweekly: _____	(multiplier)	(multiplier)	(multiplier)	SLC Ordinance 17.87
	If known, number of days of rainfall of >0.5" that occurred during the construction time: _____	(multiplier)	(multiplier)	(multiplier)	SLC Ordinance 17.87
26	Inspections not conducted by qualified personnel	\$40.00	\$80.00	\$120.00	SLC Ordinance 17.87
27	All areas with construction activity disturbance, storm water control measures, construction support areas, exposed to precipitation with storm water flows, temporarily stabilized areas, and storm water discharge points not inspected.	\$40.00	\$80.00	\$120.00	SLC Ordinance 17.87
28	Incomplete site inspection reports (date, name and qualifications of inspector, weather information, location of sediment/pollutant discharge, BMP(s) requiring maintenance, BMP(s) that have failed, BMP(s) that are needed, corrective action required including changes/updates to SWMP and schedule/dates).	\$40.00	\$80.00	\$120.00	SLC Ordinance 17.87
29	Inspection reports not properly signed/certified (count each failure to sign/certify as 1 violation)	\$25.00	\$50.00	\$75.00	SLC Ordinance 17.87

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SEV #	PERMIT COVERAGE	1st Offense	2nd Offense	3rd Offense	Penalties after 3rd Offense
AVAILABILITY OF RECORDS					
30	Sign/notice not posted	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
31	Does not contain copy of complete NOI	\$40.00	\$80.00	\$120.00	SLC Ordinance 17.87
32	Contact information on site sign/notice was not available.	\$40.00	\$80.00	\$120.00	SLC Ordinance 17.87
BEST MANAGEMENT PRACTICES					
33	No velocity dissipation devices located at discharge locations or outfall channels to ensure non-erosive flow to receiving water.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
34	Control measures are not properly: Selected, installed and maintained	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
35	Maintenance not performed regular enough to maintain effectiveness of BMPs (count each failure to select, install, maintain each BMP as one violation)	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
36	When sediment escapes the site from track out or bypassing BMPs, it is not removed at a frequency necessary to minimize off-site impacts.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
37	Natural vegetated buffer is not present adjacent to bordering water bodies (or substituted equivalent BMPs).	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
38	Litter, construction debris, and construction chemicals exposed to storm water are not prevented from becoming a pollutant source.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87

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SEV #	PERMIT COVERAGE	1st Offense	2nd Offense	3rd Offense	Penalties after 3rd Offense
39	Stabilization measures are not initiated as soon as practical on portions of the site where construction activities have temporarily or permanently ceased within 14 days after such cessation.	\$500.00	\$1000.00	\$1500.00	SLC Ordinance 17.87
	*EXCEPTIONS:				
	(a) Snow or frozen ground conditions.				
	(b) Activities will be resumed within 14 days.				
	(c) Arid or Semi-arid areas (<20 inches per year).				
40	Common Drainage not having a sedimentation basin for the 2-year, 24-hour storm, or 3600 cubic ft. storage per acre drained.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
41	Where sedimentation basin not attainable, smaller sediment basins, sediment traps, or erosion controls not implemented for downslope boundaries.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
42	Sediment not removed from sediment basin or traps when design capacity reduced by 50% or more.	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
43	Common Drainage does not have sediment traps, silt fences, vegetative buffer strips, or equivalent sediment controls for all down slope boundaries (not required if sedimentation basin meeting criteria in 37, above).	\$100.00	\$200.00	\$300.00	SLC Ordinance 17.87
ADDITIONAL FACTORS					
44	Is the project over 30 acres? (Yes or No)				ADD 15% TO PENALTY
45	Is the project over 100 acres? (Yes or No)				ADD 50% TO PENALTY
46	Does the project border on a water body? (Yes or No)				ADD 20% TO PENALTY
47	Significant Economic Benefit? (Yes or No)				ADD 20% TO PENALTY

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Utah Water Quality Act Civil Penalty Determination UAC R317-1.9

