

**INSTRUCTIONS FOR USE OF TEMPLATE**  
**for**  
**NOTICE OF INTENT FOR NEW OR RENEWAL OF GENERAL PERMIT FOR DISCHARGES**  
**FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS - MS4S**

Many, if not all, local MS4s recently received a letter from the Illinois Environmental Protection Agency (IEPA) containing a reminder about the upcoming expiration of the current version of IEPA's General NPDES Permit No. ILR40 (Permit) on March 31, 2014. That same letter stated that all MS4s currently regulated under IEPA's NPDES Municipal Stormwater Program must either submit a Notice of Intent (NOI) for coverage under the new Permit or apply for a waiver from the program by September 30, 2013.

SMC remains committed to assisting Lake County MS4s in meeting the requirements of IEPA's NPDES Municipal Stormwater Program and has created a customizable template that can be used to develop a NOI for coverage under the new Permit. The template consists of four documents:

- Preamble
- NOI Form
- Summary of Proposed QLP Stormwater Management Activities
- Summary of Proposed MS4 Stormwater Management Activities

**Instructions for Use of NOI Template**

- 1) Before using the template to develop your NOI, please note that it was created based on the Stormwater Management Program Plan (SMPP) template previously provided by SMC. Consequently, it describes a stormwater management program that closely matches the one described in the SMPP template. MS4s that: (1) have not yet created an SMPP; (2) have created an SMPP, but used resources other than the SMPP template to do so; or, (3) have created an SMPP using the SMPP template, but modified the contents of the template to more accurately reflect their own stormwater management programs, should carefully review and revise, as appropriate, the template, particularly those sections that describe the MS4's proposed stormwater management activities (i.e., NOI Form, Summary of Proposed MS4 Stormwater Management Activities). Failure to review such information may lead to reporting errors and/or unintentional commitments for your stormwater management program.
- 2) The "Preamble" and "Summary of Proposed QLP Stormwater Management Activities" sections of the template are complete. Please review these sections of template before submitting your NOI to IEPA to ensure that you are familiar with their contents.
- 3) The "NOI Form" and "Summary of Proposed MS4 Stormwater Management Activities" sections of the template need to be completed by the MS4. When completing these sections, carefully enter, review, and revise, as appropriate, all information, particularly all fields and all text highlighted in yellow. Failure to do so may lead to reporting errors and/or unintentional commitments for your stormwater management program.
- 4) When completing the "NOI Form" and "Summary of Proposed MS4 Stormwater Management Activities" sections of the template, be sure to look back at your SMPP, if you have one, as well as your previous Annual Reports, to ensure consistency between your program documents. Be

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sure to delete from the “NOI Form” and “Summary of Proposed MS4 Stormwater Management Activities” sections of the template any stormwater management activities that were not previous commitments and adding any stormwater management activities that were.

- 5) Delete all extraneous information contained in the NOI Form and Summary of Proposed MS4 Stormwater Management Activities sections of the template, including all information provided in a red, dashed box.
- 6) Carefully check the formatting and appearance of the document.
- 7) Print all four sections of the document, sign and date the NOI Form, and assemble the document in the following order: (1) Preamble; (2) NOI Form; (3) Summary of Proposed QLP Stormwater Management Activities; and, (4) Summary of Proposed MS4 Stormwater Management Activities.
- 8) Submit one copy of the document to IEPA at the following address: Illinois Environmental Protection Agency, Bureau of Water, Division of Water Pollution Control, ATTN: Permit Section, PO Box 19276, 1021 North Grand Avenue East, Springfield, IL 62794-9276. Be sure to retain at least one copy of the document for your records.