



NOTICE OF INTENT (NOI)

for Arizona Pollutant Discharge Elimination System (AZPDES) Small Municipal Separate Storm Sewer System (MS4) General Permit (AZG2016-002)

Regulated small Municipal Separate Storm Sewer Systems (MS4s) must submit a Notice of Intent (NOI) to the Arizona Department of Environmental Quality (ADEQ) to obtain MS4 general permit coverage. Permittees must complete a NOI form and submit the original, ink-signed document to the address below:

Arizona Department of Environmental Quality
 Surface Water Section/ Stormwater & General Permits Unit (5415A-1)
 1110 West Washington Street
 Phoenix, AZ 85007

A. SMALL MS4 INFORMATION

Legal Name of Municipality or Organization:
 Town of Gilbert

Choose one: Existing Permittee New Permittee

Operator Type:
 Town

Mailing Address:
 50 E Civic Center Dr

County:
 Maricopa

City: Gilbert State: Arizona

Zip Code:
 85234

Latitude/ Longitude at approximate geographic center of MS4 (D/M/S):
 33°18'50.30"N 111°44'46.59"W

B. PRIMARY MS4 PROGRAM MANAGER CONTACT PERSON

Name: Hondo Judd Title: Environmental Compliance Administrator

Department:
 Public Works

Mailing Address:
 4760 S. Greenfield Rd.

City: Gilbert State: Arizona Zip Code: 85297

Phone Number: (480) 503-6497 Fax Number: Click here to enter text. Email Address: Hondo.judd@gilbertaz.gov

Has another governmental entity agreed to satisfy any of your permit obligations? Yes No

If "yes" to the above question, name the other governmental entity and describe the agreement(s) between entities:

Click here to enter text.

C. BILLING INFORMATION			
Same as Primary MS4 Program Manager Contact Person Information? If "yes," proceed to Section D.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Name: Click here to enter text.		Title: Click here to enter text.	
Department: Click here to enter text.			
Mailing Address: Click here to enter text.			
City: Click here to enter text.	State: Click here to enter text.	Zip Code: Click here to enter text.	
Phone Number: Click here to enter text.	Fax Number: Click here to enter text.	Email Address: Click here to enter text.	
D. ENFORCEMENT AUTHORITY OR OTHER MECHANISM			
Illicit Discharge Detection and Elimination (IDDE) Enforcement Authority or other mechanism established?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe IDDE Enforcement Authority or other mechanism: The Town is currently revising multiple sections of the Town code to meet MS4 Permit requirements.			
Name of Enforcement Authority or other mechanism: Gilbert Town Code Sec. 30-54		Effective Date or Estimated Date of Adoption: 9/30/2018	
Construction Site Stormwater Runoff Enforcement Authority or other mechanism established?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Construction Site Stormwater Enforcement Authority or other mechanism: The Town is currently revising multiple sections of the Town code to meet MS4 Permit requirements.			
Name of Enforcement Authority or other mechanism: Gilbert Town Code Sec. 30-56		Effective Date or Estimated Date of Adoption: 9/30/2018	
Post-Construction Stormwater Management Enforcement Authority or other mechanism established?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Post-Construction Enforcement Authority or other mechanism: The Town is currently revising multiple sections of the Town code to meet MS4 Permit requirements.			
Name of Enforcement Authority or other mechanism: Gilbert Town Code Sec. 30-57		Effective Date or Estimated Date of Adoption: 9/30/2018	

E. MAPPING COMPONENTS				
1. Stormwater Sewer Mapping (including roads with drainage system, municipal streets, catch basins, curbs, gutter, ditches, man-made channels, or storm drains that are owned or operated by the permittee and convey stormwater to Waters of the US)		Percent Complete at time of NOI submission 100%		
If 100% of requirements are NOT met for an existing permittee and for all new permittees, include a timeline, measurable goals, and estimated date of completion (MM/YY) for Stormwater Sewer Mapping: Click here to enter text.				
2. Outfall Mapping		Percent Complete at time of NOI submission 90%		
If 100% of requirements are NOT met for an existing permittee and for all new permittees, include a timeline, measurable goals, and estimated date of completion (MM/YY) for Outfall Mapping: 09/17				
3. Identification of Receiving Waters (names and locations of all the Waters of the US that receive discharge from those outfalls)		Percent Complete at time of NOI submission 100%		
If 100% of requirements are NOT met for an existing permittee and for all new permittees, include a timeline, measurable goals, and estimated date of completion (MM/YY) for Receiving Water Identification: Click here to enter text.				
F. SUMMARY OF RECEIVING WATERS				
Does the MS4 have outfalls that discharge to Waters listed in A.A.C. R18-11 Article 1, Appendix B?		<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
If "yes" the MS4 discharges to receiving water(s) listed in A.A.C. R18-11 Article 1, Appendix B, then the following section must be completed. If "no" discharges occur to receiving water(s) listed in A.A.C. R18-11 Article 1, Appendix B, then the following section does <u>not</u> need to be filled out, proceed to Section G. If you answer "yes," the receiving water segment is Impaired, Not-Attaining or an Outstanding Arizona Water (OAW), you must also complete Part H.3- Impaired, Not-Attaining and OAWs and BMPs.				
Identify Appendix B surface water(s) that receives discharge(s) from the MS4	Number of outfalls discharging to receiving water?	Is the receiving water listed as an Impaired, Not-Attaining or OAW (choose one)?	List Pollutant(s) causing the Impairment(s):	Does the receiving water have a TMDL?
Queen Creek	6	No	Click here to enter text.	No
Western Canal	2	No	Click here to enter text.	No
Click here to enter text.		Choose an item.	Click here to enter text.	
Click here to enter text.		Choose an item.	Click here to enter text.	
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G. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY

G-1. MCM 1: Public Education and Outreach

For MCM 1- Public Education and Outreach, use the pull down menu to indicate the BMP Category (column 1). You may override the selection and type in your own BMP. Include a brief description of the BMP (column 2) including the personnel position or department(s) responsible. Describe the Measureable Goals (column 3) for each BMP, including the targeted audience such as commercial, construction, industrial or residential for MCM 1. Column 3 should include milestones, timeframes and frequencies. Insert the month and year (MM/YY) in the Start Date (column 4) to indicate the date the BMP was initiated or enter your own text to override the selection.

BMP Category (enter your own text to override the drop down menu)	BMP Description (include personnel position or department responsible)	Measurable Goals (include milestones, timeframes and frequencies) and include the Targeted Audience	Start Date (MM/YY) (enter your own text to override the drop down menu)
1.1 Local Outreach Group	Public Works- Town will maintain membership with STORM and participate in public outreach efforts.	Town will provide a yearly summary of outreach activities in annual report. Town shall participate in a minimum of 2 outreach efforts annually. (General public)	09/16
1.2 Printed Materials	Development Services- Town shall develop and distribute brochures and other printed materials to the general public.	Town will record number and type of materials distributed in its annual report. Town shall distribute materials at a minimum of 2 events per year. (Homeowners, contractors, event attendees, and children)	09/16
1.3 Town Website	Information Technology- Town will update and maintain its stormwater page containing links to current SWMP and NOI, link to STORM website, and provide a method to receive public complaints.	Website will be updated before September 30, 2017. Complaints received and actions taken will be recorded annually. Website to be available year-round. (General public)	09/16
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MCM 1: Public Education and Outreach

Use this space to add any additional information for MCM1:

[Click here to enter text.](#)

G-2. MCM 2: Public Involvement and Participation

For MCM 2- Public Involvement and Participation, use the pull down menu to indicate the BMP Category (column 1). You may override the selection and type in your own BMP. Include a brief description of the BMP (column 2) including the personnel position or department(s) responsible. Describe the Measurable Goals (column 3) for each BMP. Column 3 should include milestones, timeframes and frequencies. Insert the month and year (MM/YY) in the Start Date (column 4) to indicate the date the BMP was initiated or enter your own text to override the selection.

BMP Category (enter your own text to override the drop down menu)	BMP Description (include personnel position or department responsible)	Measurable Goals (include milestones, timeframes and frequencies)	Start Date (MM/YY) (enter your own text to override the drop down menu)
2.1 Local Outreach	Public Works- Town will contact HOAs and businesses to provide stormwater quality information.	Town will record all outreach efforts annually. (Town will contact 5% of businesses and 10% of HOAs each year.)	09/16
2.2 Volunteer Opportunities	Development Services- Town will provide volunteer opportunities for the public to participate in stormwater related volunteer efforts.	Town will record all volunteer opportunities and number of participants in attendance at each event. (1 opportunity per year minimum.)	09/16
2.3 Implement Public Notice	Public Works- Town will comply with state and local public notice requirements when implementing SWMP.	Town will document public notice efforts. (Once per SWMP update.)	09/16
2.4 Procedure for Receiving and Reviewing Public Comment	Public Works- Accept public complaints through stormwater website.	Document number of complaints related to stormwater and their resolution. (All complaints will be addressed.)	09/16
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MCM 2: Public Involvement and Participation

Use this space to add any additional information about MCM2:

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G-3. MCM 3: Illicit Discharge Detection and Elimination (IDDE) Program

For MCM 3- Illicit Discharge Detection and Elimination (IDDE) Program, use the pull down menu to indicate the BMP Category (column 1). You may override the selection and type in your own BMP. Include a brief description of the BMP (column 2) including the personnel position or department(s) responsible. Describe the Measureable Goals (column 3) for each BMP. Column 3 should include milestones, timeframes and frequencies. Insert the month and year (MM/YY) in the Start Date (column 4) to indicate the date the BMP was initiated or enter your own text to override the selection.

BMP Category (enter your own text to override the drop down menu)	BMP Description (include personnel position or department responsible)	Measurable Goals (include milestones, timeframes and frequencies)	Start Date (MM/YY) (enter your own text to override the drop down menu)
3.1 Eliminating Illicit Discharges	Public Works- IDs will be identified and investigated thoroughly.	Town will provide an annual report containing IDs that were investigated. (100% of stormwater complaints will be addressed.)	09/17
3.2 Stormwater System Mapping	GIS Department- Maintain GIS database with stormwater system information. Capable of tracking illicit discharges.	Town will maintain database and illicit discharge tracking system. Town will report number of database updates performed each year. (Map to be 100% complete by the end of FY2017.)	09/17
3.3 Dry Weather Screening	Public Works- Town will perform dry weather inspections of outfalls in order to identify and follow-up with potential illicit discharges.	Town will record number of inspections each year. (20% of outfalls inspected each year.)	09/17
3.4 Wet Weather Monitoring	Public Works- Town will inspect 5 outfalls during each wet season to identify potential illicit discharges.	Town will keep wet weather monitoring forms and include in annual report. (2 inspections per outfall monitored per wet season.)	09/17
3.5 Unpermitted Facilities and Activities	Public Works- Verification of proper permits for construction and industrial sites.	12 construction sites and all new businesses will be audited per year to determine if the proper permits have been filed. (A summary of the results will be provided each year in the annual report.)	09/17
3.6 Staff Training	Public Works- Yearly training of applicable staff of wet and dry inspections, unpermitted discharges, and general stormwater awareness.	Town will record number of staff who received training. (Applicable staff will be trained once per year.)	09/17
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MCM 3: Illicit Discharge Detection and Elimination (IDDE) Program

Use this space to add any additional information about MCM3:

[Click here to enter text.](#)

G-4. MCM 4: Construction Activity Stormwater Runoff Control

For MCM 4- Construction Activity Stormwater Runoff Control, use the pull down menu to indicate the BMP Category (column 1). You may override the selection and type in your own BMP. Include a brief description of the BMP (column 2) including the personnel position or department(s) responsible. Describe the Measureable Goals (column 3) for each BMP. Column 3 should include milestones, timeframes and frequencies. Insert the month and year (MM/YY) in the Start Date (column 4) to indicate the date the BMP was initiated or enter your own text to override the selection.

BMP Category (enter your own text to override the drop down menu)	BMP Description (include personnel position or department responsible)	Measurable Goals (include milestones, timeframes and frequencies)	Start Date (MM/YY) (enter your own text to override the drop down menu)
4.1 Construction Site Inventory	Public Works- Town maintains an inventory of all active construction projects.	Town will maintain a searchable inventory using the tracking software, EnerGov/Lucity. (Regular updates will be performed as necessary.)	09/17
4.2 Written Procedure for Plan Review	Public Works- Formal procedure for site plan review and approval of construction projects for stormwater compliance.	Town will record number of stormwater plan reviews performed. (Town will modify written procedure as necessary.)	09/17
4.3 Inspection and Enforcement Procedures	Public Works- Town will inspect construction sites for stormwater compliance.	Town will inspect 100% of new construction projects. (Town will inspect each site a minimum of 1 time.)	09/17
4.4 Contractor and Operator Education	Public Works- Contractor education program through brochures and onsite training.	Town will record number of operators who received informational stormwater brochures and onsite training each year.	09/17
4.5 Staff Training	Development Services- Staff will receive refresher training on construction site inspections.	Town will record number of employees who received construction stormwater inspection training. (Applicable staff will be trained once per year.)	09/17
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MCM 4: Construction Activity Stormwater Runoff Control

Use this space to add any additional information about MCM4:

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G-5. MCM 5: Post-Construction Stormwater Management in New Development and Redevelopment

For MCM 5- Post-Construction Stormwater Management in New Development and Redevelopment, use the pull down menu to indicate the BMP Category (column 1). You may override the selection and type in your own BMP. Include a brief description of the BMP (column 2) including the personnel position or department(s) responsible. Describe the Measureable Goals (column 3) for each BMP. Column 3 should include milestones, timeframes and frequencies. Insert the month and year (MM/YY) in the Start Date (column 4) to indicate the date the BMP was initiated or enter your own text to override the selection.

BMP Category (enter your own text to override the drop down menu)	BMP Description (include personnel position or department responsible)	Measurable Goals (include milestones, timeframes and frequencies)	Start Date (MM/YY) (enter your own text to override the drop down menu)
5.1 Stormwater Control Inventory	GIS Department- Town will maintain a GIS database of stormwater facility as-built plans.	Town will record number of new entries inventoried each year. (Maintain 100% of facilities in inventory.)	09/17
5.2 Inspection and Enforcement Procedures	Public Works- Town will enforce code pertaining to public and private infrastructure by following ERP.	Town will perform inspections as needed and review enforcement procedures annually. (Number of violations will be recorded each year.)	09/17
5.3 Site Plan Review Procedures	Development Services- As-built verification of plan design for stormwater facilities.	Town will record number of plans reviewed each year. (Document any changes to Site Plan review procedures annually.)	09/17
5.4 Staff Training	Development Services- Staff will receive refresher training on post-construction inspection procedures.	Town will record number of employees who received post construction stormwater inspection training. (Applicable staff will be trained once per year.)	09/17
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MCM 5: Post-Construction Stormwater Management in New Development and Redevelopment

Use this space to add any additional information about MCM5:

[Click here to enter text.](#)

G-6. MCM 6: Pollution Prevention and Good Housekeeping

For MCM 6- Pollution Prevention and Good Housekeeping, Insert the Facility Name applicable to the MS4. Use the pull down menu to indicate the BMP Category (column 1). You may override the selection and type in your own BMP. Include a brief description of the BMP (column 2) including the personnel position or department(s) responsible. Describe the Measureable Goals (column 3) for each BMP. Column 3 should include milestones, timeframes and frequencies. Insert the month and year (MM/YY) in the Start Date (column 4) to indicate the date the BMP was initiated or enter your own text to override the selection. For those BMPs that are not Facility specific, use the rows after the Facility Name inserts.

BMP Category (enter your own text to override the drop down menu)	BMP Description (include personnel position or department responsible)	Measurable Goals (include milestones, timeframes and frequencies)	Start Date (MM/YY) (enter your own text to override the drop down menu)
Insert Facility Name: Water Treatment Facilities (2)			
Inspections	Facility Inspections By Public Works	Inspect water treatment facilities quarterly.	09/17
Insert Facility Name: Fire Stations and Police (12)			
Inspections	Facility Inspections By Public Works	Inspect fire stations and police stations annually	09/17
Insert Facility Name: Well Sites and Lift Station (16)			
Inspections	Facility Inspections By Public Works	Inspect well sites and lift stations – 20% per year	09/17
Insert Facility Name: Administration Facilities (5)			
Inspections	Facility Inspections By Public Works	Inspect administration facilities– 20% per year	09/17
Insert Facility Name: Parks and Recreation (21)			
Inspections	Facility Inspections By Public Works	Inspect all parks and recreation facilities – 20% per year	09/17
Insert Facility Name: Click here to enter text.			
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Insert Pollution Prevention and Good Housekeeping BMPs that are not facility specific below			
6.1 O&M Procedures	Public Works- Town vehicle maintenance, street sweeping, and waste disposal programs.	Town will report all maintenance activities each year. (Streets will be swept once per month minimum, and town vehicles will be inspected at least once per year.)	09/17
6.2 Municipal Operations Inventory	Public Works- Municipal facilities ranked based on potential discharge priority.	Town will maintain facility list. (Each facility will be inspected per prioritization schedule.)	09/17
6.3 Facility Inspections	Public Works- Town will inspect facilities based on inventory schedule.	Town will complete required inspections. (Low priority facilities inspected once every 5 years, medium priority facilities inspected	09/17

		yearly, and high priority facilities inspected quarterly.	
6.4 Implement Pollution Controls	Public Works- During facility inspections, inspector will identify if additional pollution controls are needed.	Observations will be recorded on the Facility Inspection Form. (All facilities will be reviewed for additional pollution controls.)	09/17
6.5 Staff Training	Public Works- Town will conduct refresher training on proper stormwater pollution prevention techniques to maintenance crews and facility inspectors.	Town will record number of employees who received training. (Applicable staff shall be trained once per year minimum.)	09/17
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.

MCM 6 Pollution Prevention and Good Housekeeping

Use this space to add any additional information about MCM6:

[Click here to enter text.](#)

H. MONITORING				
1. DRY WEATHER VISUAL OUTFALL MONITORING				
Has a dry weather visual discharge monitoring program been developed?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If the above answer is "yes," provide the actual date of implementation:		Click here to enter a date.		
If the above answer is "no," provide estimated date of completion:		9/30/2016		
Estimated total number of municipal stormwater outfalls		Percent of total number of municipal stormwater outfalls to be monitored each year		
8		100%		
2.A VISUAL STORMWATER DISCHARGE MONITORING				
Below identify a minimum of five outfalls or field screening points for the visual stormwater discharge monitoring program				
Outfall or field screening point identification number	Name of receiving water		Is the receiving water listed as an Impaired, Not-Attaining or OAW (choose one)?	
886	Roosevelt Conservation District Canal		No	
9811	Roosevelt Conservation District Canal		No	
8053	Roosevelt Conservation District Canal		No	
11160	Roosevelt Conservation District Canal		No	
11190	Roosevelt Conservation District Canal		No	
2.B VISUAL STORMWATER DISCHARGE MONITORING ALTERNATIVE				
Are you proposing a visual stormwater discharge monitoring alternative?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If "yes" a visual stormwater discharge monitoring alternative is being proposed, provide a description of the proposed alternative and how the proposed alternative is as effective as, or is more effective than, visual stormwater discharge monitoring in the space below.				
Click here to enter text.				
3. IMPAIRED, NOT-ATTAINING AND OAW MONITORING AND BMPS				
Part H.3 is to be completed only if the MS4 has outfalls that discharge to an Impaired, Not-Attaining or Outstanding Arizona Water (OAW), or a combination there of.				
Has a Sampling and Analysis Plan (SAP) been developed in accordance with permit Part 5.1.g?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If the above answer is "no," provide an estimated date of completion for the SAP:		Click here to enter a date.		
List each individual receiving water that is Impaired, Not-Attaining or an OAW that the MS4 discharges to	How many outfalls will be sampled?	List outfall ID or unique identification	List parameter(s) to be analyzed	Provide a description of how the selected BMPs will specifically address the pollutant(s) causing the impairments or how the BMPS will be protective of the OAW

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I. NOTES AND ADDITIONAL INFORMATION

Use the space below to provide any additional information about the MS4 program.
 Click here to enter text.

J. FEES

Fill out either Part A for a New Permittee or Part B for an Existing Permittee. If a New Permittee, choose one check box below to indicate the MS4s population and applicable initial permit fee. Insert the total payment included with the NOI in the text box. If an Existing Permittee, choose one check box below to indicate the MS4s population. Note: The estimated MS4 population should be based on latest Decennial Census by the Bureau of Census.

<p>Part A</p> <p><input type="checkbox"/> New Permittee.</p> <p>I confirm the correct fee payment is included with the NOI.</p> <p><input type="checkbox"/> <or = to 10,000: \$2,500</p> <p><input type="checkbox"/> >10,000 but ≤ 100,000: \$5,000</p> <p><input type="checkbox"/> > 100,000: \$7,500</p> <p><input type="checkbox"/> Non-traditional MS4 such as hospital, college or military: \$5,000</p> <p>Total fee payment included: Click here to enter text.</p>	<p>Part B</p> <p><input checked="" type="checkbox"/> Existing Permittee.</p> <p>No fee is required for NOI submission. You will continue to be invoiced on your current annual fee billing cycle.</p> <p><input type="checkbox"/> <or = to 10,000</p> <p><input type="checkbox"/> >10,000 but ≤ 100,000</p> <p><input checked="" type="checkbox"/> > 100,000</p> <p><input type="checkbox"/> Non-traditional MS4 such as hospital, college or military</p>
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K. CERTIFICATION

Pursuant to A.R.S. § 41-1030:

(1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.

(2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.

(3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ’s adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

I certify under penalty of law that I have met the eligibility conditions of this permit and that this document and all attachments were prepared under my direction or supervision 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, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I certify that I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.



Printed Name: Patrick Banger	Title: Town Manager
Ink Signature	Date: