



Agency Use

Permit No.: MTR04

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FORM
NOI-04

**Notice of Intent (NOI)
Storm Water Discharges Associated with MS4s
MTR040000**

The NOI-04 form must be completed by the owner or operator of a permitted Small Municipal Separate Storm Sewer System (MS4) eligible for coverage under the Montana Department of Environmental Quality's (DEQ) General Permit for Storm Water Discharges Associated with Small MS4s. **Please read the attached instructions before completing this form.** You must print or type legibly; forms that are not legible, not complete, or unsigned will be returned. You must maintain a copy of the completed NOI-04 form for your records.

Section A – NOI-04 Status (If no prior NOI-04 was submitted, DEQ will assign a permit number)

Permit Number: M T R 0 4 0 0 0 5 New Resubmitted Renewal Modification

Section B – Applicant Information

Small MS4 Name: City of Kalispell
 Contact Person, (name, title): Casey Lewis, Environmental Coordinator
 Mailing Address: 201 1st Ave E
 City, State, and Zip Code: Kalispell, MT 59901
 Phone Number, Email Address: 406-758-5705, clewis@kalispell.com
 Applying as a Co-permittee? Yes: _____ No
 (If, yes provide Co-permittee MS4 name in the blank provided. Each co-permittee must submit a separate complete NOI.)

Section C – Small MS4 Information

MS4 Boundary Description: The City of Kalispell's permitted area is bound by the city limits.
 Residential Population: 24,558
 Approximate Square Miles: 12.6 square miles

Link to storm water website and current version of the Storm Water Management Program (SWMP) describing implemented Best Management Practices (BMPs) <https://www.kalispell.com/DocumentCenter/View/547/Stormwater-Management-Program-SWMP-PDF?bidId=>
 (New applicants may skip this requirement if a SWMP or website has not been established) <https://www.kalispell.com/465/Stormwater>

Attach an organizational chart identifying the primary SWMP coordinator and positions responsible for implementing requirements of the permit. Attached Not Attached

MAP: Include reference to a topographic map extending at least one mile beyond MS4 boundaries that identifies applicable boundaries, drainage patterns, receiving surface water bodies, and all outfalls or point source discharges.

Electronic GIS Hard copy PDFs Link to
 Shapefiles emailed to: _____ attached herein online maps: <https://www.kalispell.com/469/Stormwater-Map>
DEQMPDESDataManagement@mt.gov

Section D – Outfall Descriptions and Locations for Monitoring

Identify current monitoring locations and receiving waters: *(If applying as a new MS4 without established monitoring, skip this section)*

Outfall Name	Latitude	Longitude	Monitoring Purpose (select all that apply)	Name of Receiving Water
SWR-4-001	48°11'40.14"N	114°17'55.76"W	<input checked="" type="checkbox"/> Storm Event <input checked="" type="checkbox"/> TMDL-Related	Stillwater River
SWR-4/001a	48°11'40.70"N	114°17'57.38"W	<input type="checkbox"/> Storm Event <input checked="" type="checkbox"/> TMDL-Related	Stillwater River
SWR-4/001p	48°11'29.69"N	114°17'45.79"W	<input type="checkbox"/> Storm Event <input checked="" type="checkbox"/> TMDL-Related	Stillwater River
SWR-7/002	48°12'26.98"N	114°18'49.81"W	<input checked="" type="checkbox"/> Storm Event <input checked="" type="checkbox"/> TMDL-Related	Stillwater River
AC-A-003-A	48°11'43.49"N	114°22'23.71"W	<input checked="" type="checkbox"/> Storm Event <input type="checkbox"/> TMDL-Related	Ashley Creek
AC-11/004	48°11'10.01"N	114°19'17.46"W	<input checked="" type="checkbox"/> Storm Event <input checked="" type="checkbox"/> TMDL-Related	Ashley Creek
			<input type="checkbox"/> Storm Event <input type="checkbox"/> TMDL-Related	
			<input type="checkbox"/> Storm Event <input type="checkbox"/> TMDL-Related	

Section E – Additional Information

Is the MS4 sharing responsibility? If yes, attach written acceptance and explanation of shared obligation(s). Yes No

Does the MS4 maintain a list of permits/approvals received or applied for from state or federal agencies? Yes No

I certify that all point source discharges of storm water have been tested or evaluated for the presence of non-storm water discharges that are not covered by an MPDES permit. *(Attach a description of any analytical testing or sampling based on the NOI-04 instructions.)*

Section F – Certification

All Applicants Must Complete the Following Certification:

I certify under penalty of law 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, 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. [75-5-633, MCA].

Name (Type or Print)

Doug Russell

Title (Type or Print)

City Manager

Phone Number

406-758-7703

Signature

Date Signed

Notice of Intent (NOI-04) Instructions

General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Sewer Systems (MS4s) MTR040000

The NOI-04 form must be completed by the owner/operator of the operation eligible for coverage under DEQ's General Permit for Storm Water Discharges Associated with Small (MS4s). Corresponding documents and related forms are available on DEQ's website at: deq.mt.gov/water/assistance or from DEQ by calling (406) 444-5546.

You must provide a complete NOI application package before DEQ can authorize your proposed activity. A complete package includes all requested information on the NOI-04 form, submittal of applicable fees, and completed certification by the appropriate signatory.

Fee Information can be found in Montana DEQ's Fee Rules (ARM 17.30.201)

Please type or print legibly; applications that are not legible or incomplete will be returned. Responses must be self-explanatory and must not refer exclusively to attached maps, plans, or documents. You must maintain a copy of the general permit and completed NOI-04 form for your records. The completed form and fee can be submitted as follows:

- Online Submission: Fees, Applications, and Compliance Tracking System (FACTS) at svc.mt.gov/deq/factspermitting
- Mail-in Submission: Montana Department of Environmental Quality, Water Protection Bureau, PO Box 200901 Helena, MT 59620-0901

SPECIFIC ITEM INSTRUCTIONS

Section A – NOI-04 Status

Permit Number: Leave this blank if this is your first submission under the general permit. Otherwise, provide your MPDES permit number (beginning with MTR04) previously assigned by DEQ.

- New: Check this box if this is the first NOI submission for this operation under the General Permit.
- Resubmitted: If your previously submitted NOI was returned to you as deficient or incomplete, check resubmitted
- Renewal: Check this box if your operation is currently covered under the 2017-General Permit and you wish to continue coverage
- Modification: Check this box if there is a change in the operation or site information. (This does not apply to permit transfers.)

Section B – Applicant Information

Contact Person: Give the legal name of the person that operates, controls, or supervises the MS4 program. The applicant contact person must be thoroughly familiar with the Storm Water Management Program (SWMP) and the facts reported in this form. DEQ must be able to contact this person for additional information. Complete the contact information as requested (mailing address, city, state, zip code, phone number, and email address).

Co-Permittee Status: Permittees may apply as co-permittees. Co-permittee authorizations are when multiple Small MS4s apply for coverage under a single permit authorization number. They shall be jointly responsible for compliance under the General Permit. Each co-permittee must submit a separate application package to obtain authorization.

Section C – Small MS4 Information

MS4 Boundary Description: Provide a short description of the boundary covered under the General Permit.

Residential Population: Provide the residential population according to the most recent U.S. Census data.

Approximate Square Miles: Provide an approximation of square miles located within the MS4 boundary.

Link to Website and SWMP: Provide a link to the MS4's storm water website and current version of the written SWMP online. The written SWMP must include a description of BMPs and measurable goals the MS4 is implementing to comply with the six minimum control measures of the General Permit.

Organizational Chart: Attach a one-page organizational chart describing the persons and positions that comprise the storm water management team and their responsibility for implementation of the SWMP.

MAP: Include reference to a topographic map of the area extending at least one mile beyond the MS4 boundaries. The map must be legible and show the operation boundaries and receiving water(s). It must be of sufficient detail so that the exact boundaries, by street or other demarcation, can be determined. It must show the city, town, county, or district boundaries or service area, as applicable. Counties must also indicate the unincorporated boundaries. For any MS4s that are partially within an urbanized area, the map must show the urbanized area boundaries. Multiple maps may be submitted if all requested information is detailed collectively. Indicate the chosen method of submittal in the checkboxes provided. NOI-04 forms submitted with incomplete or illegible maps will be considered incomplete and returned with instructions to provide an appropriate map.

Section D – Outfall Descriptions and Locations for Monitoring

Identify current monitoring locations and receiving waters: Provide a list of all monitoring locations (outfalls) and their latitude, longitude, monitoring purpose (in accordance with the General Permit), and receiving water name. Latitude and longitude coordinates must be accurate. DEQ prefers the location be specified in decimal degrees, accurate to the fourth decimal place. If the preferred decimal degrees are not used, the coordinates must be provided in degrees, minutes, and seconds, accurate to the nearest second. Geographic information may be obtained at nris.msl.mt.gov/ and deq.mt.gov/water/resources.

Section E – Additional Information

Shared Responsibility: A small MS4 may share responsibility to implement the minimum control measures of the General Permit with another entity to satisfy their MPDES permit obligations. Shared obligation must be in writing and maintained as part of the permittee's SWMP. Indicate whether the MS4 is sharing responsibility in the provided checkboxes. If yes, specify other entities being relied on to satisfy some, or any, of the permit obligations and attach the required written agreement. DEQ recommends MS4s with shared obligations enter into a legally binding agreement to minimize uncertainty about compliance with the General Permit.

Permits and Construction Approvals: Small MS4s must maintain a list of all permits and construction approvals received or applied for from state or federal regulatory agencies and have documents available upon request. If you answer no to this question, a list must be composed upon submission of this NOI.

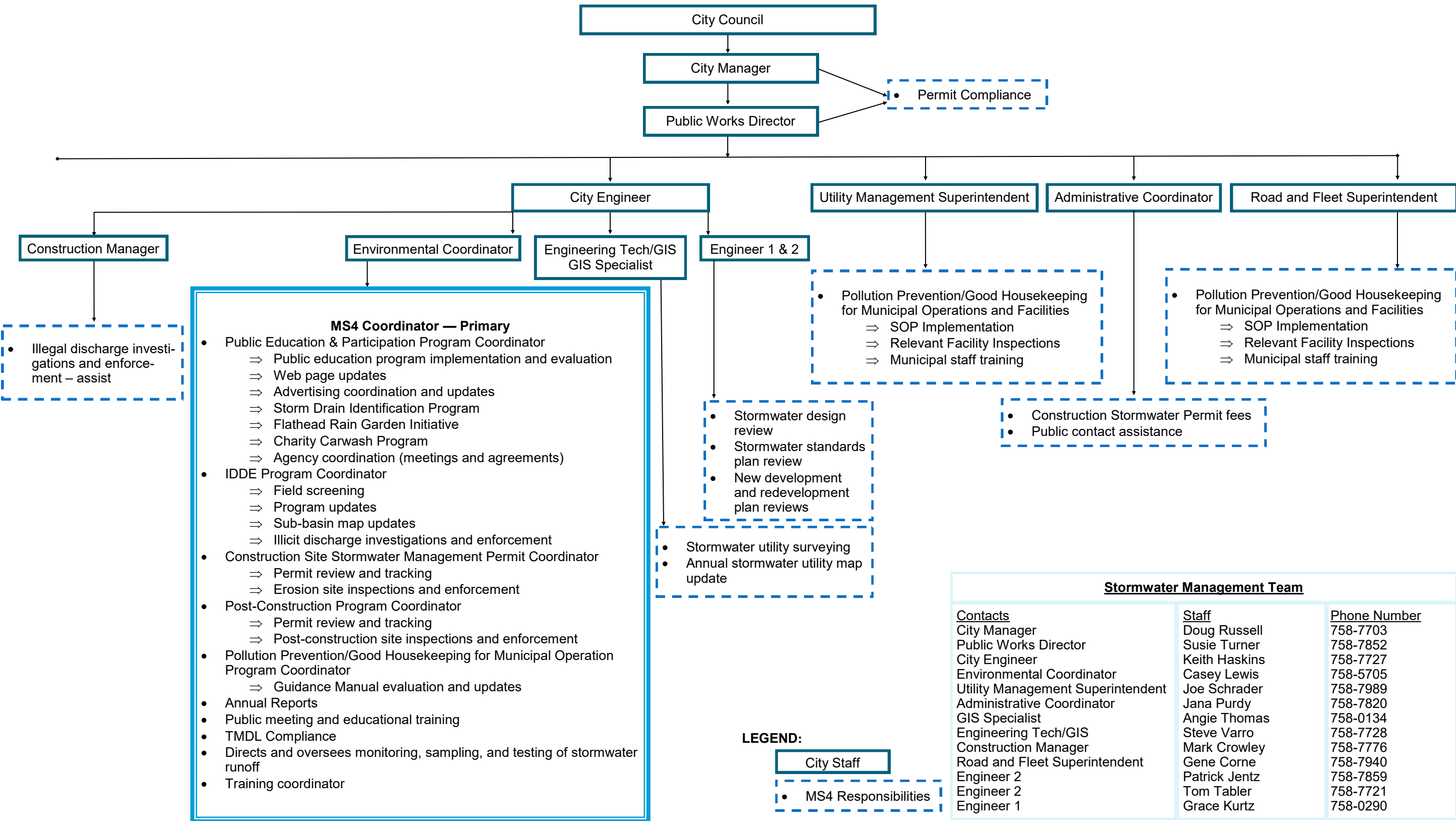
Certification for the Presence of Non-Storm Water Discharges: By checking the box, you certify all point source discharges of storm water within the MS4 boundaries have been tested or evaluated for the presence of non-storm water discharges (other than potential non-storm water discharges listed in ARM 17.30.1111(6)(c)(iii)) that are not covered by an MPDES permit. Attach a description of any analytical testing or sampling including who performed the analysis (such as a contracted laboratory or firm), the test method used, date of testing, and location of the outfall(s) tested.

Section F - Certification

This is certification that the applicant will comply with the terms and conditions of the General Permit. Certification must be completed by the person responsible for authorization as summarized below:

- For a corporation, by a principal officer of at least the level of vice president
- For a partnership or sole proprietorship, by a general partner or the proprietor, respectively
- For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.

Municipal Separate Storm Sewer System (MS4) General Permit Stormwater Management Team Organizational Chart and Responsibilities for City of Kalispell



- MS4 Coordinator — Primary**
- Public Education & Participation Program Coordinator
 - ⇒ Public education program implementation and evaluation
 - ⇒ Web page updates
 - ⇒ Advertising coordination and updates
 - ⇒ Storm Drain Identification Program
 - ⇒ Flathead Rain Garden Initiative
 - ⇒ Charity Carwash Program
 - ⇒ Agency coordination (meetings and agreements)
 - IDDE Program Coordinator
 - ⇒ Field screening
 - ⇒ Program updates
 - ⇒ Sub-basin map updates
 - ⇒ Illicit discharge investigations and enforcement
 - Construction Site Stormwater Management Permit Coordinator
 - ⇒ Permit review and tracking
 - ⇒ Erosion site inspections and enforcement
 - Post-Construction Program Coordinator
 - ⇒ Permit review and tracking
 - ⇒ Post-construction site inspections and enforcement
 - Pollution Prevention/Good Housekeeping for Municipal Operation Program Coordinator
 - ⇒ Guidance Manual evaluation and updates
 - Annual Reports
 - Public meeting and educational training
 - TMDL Compliance
 - Directs and oversees monitoring, sampling, and testing of stormwater runoff
 - Training coordinator

LEGEND:

City Staff

MS4 Responsibilities

Stormwater Management Team		
<u>Contacts</u>	<u>Staff</u>	<u>Phone Number</u>
City Manager	Doug Russell	758-7703
Public Works Director	Susie Turner	758-7852
City Engineer	Keith Haskins	758-7727
Environmental Coordinator	Casey Lewis	758-5705
Utility Management Superintendent	Joe Schrader	758-7989
Administrative Coordinator	Jana Purdy	758-7820
GIS Specialist	Angie Thomas	758-0134
Engineering Tech/GIS	Steve Varro	758-7728
Construction Manager	Mark Crowley	758-7776
Road and Fleet Superintendent	Gene Corne	758-7940
Engineer 2	Patrick Jentz	758-7859
Engineer 2	Tom Tabler	758-7721
Engineer 1	Grace Kurtz	758-0290