

Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name NDPES Permits - Designer		Approved By: Doug Wilson	
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Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:

To summarize and document the process for applying for a NPDES Storm Water Permit, General Permit No. 2.

Background:

Construction activity that disturbs one or more acres must be covered by a storm water permit before any soil is disturbed at the site. Construction activities are covered under General Permit No. 2.

For coverage under a general storm water discharge permit, a properly completed Notice of Intent (NOI) must be submitted to the Iowa Department of Natural Resources and an authorization approved and issued by the Department prior to the start of operations or soil disturbing activities as specified in 567-64.3(4) "b" of the Iowa Administrative Code.

The 3 elements of a completed NOI are:

1. Form 542-1415
2. Proof of publication, and
3. Permit fee

Typically, as the Owner, the City will submit the NOI.

Procedures:

Submitting a New Application

1. Download the latest version of the Application Form and Instructions from the Iowa DNR website.

Refer to website: [NPDES Storm Water General Permits, Permitting Guidance, and Application Forms](#)

2. Follow the instructions to complete Form 542-1415 (including the public notice) in Word format and save as “[Contract No] NOI” in Contract Folder > PERMITS.
3. Provide the completed form to the Project Manager or program Administrative Assistant for further processing.
4. The Administrative Assistant will utilize the information provided in the NOI to prepare a public notice and publish it in the newspaper. Upon receipt of the Proof of Publication Notification, they will submit a Storm Water General Permit Application online, including paying the permit fee.

Refer to SOP: [NPDES Permits – Administrative Assistant](#)

Submitting a Notice of Discontinuation

1. When the ground is completely stabilized with a permanent, perennial, vegetative cover, the Inspector will notify the Engineering Project Manager so that a Notice of Discontinuation can be submitted.
2. The latest version of the Notice of Discontinuation of Storm Water Discharge GP 1, 2, and 3 shall be downloaded from the Iowa DNR website.

Refer to website: [NPDES Storm Water General Permits, Permitting Guidance, and Application Forms](#)

3. Complete the form in pdf format.
4. Print a copy of the completed form and provide to your Program Manager for signature.
5. Scan the signed form and save in pdf format and save as “[Contract No] NOTICE OF DISCONTINUATION” in the PERMITS folder.
6. Provide to Administrative Assistant to mail the signed form to the address listed on the form.