



Agency Use

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FORM  
MS4NewApp

**New Permittee Application Form  
General Permit for Storm Water Discharges Associated with MS4s  
MTR040000**

This New Permittee Application Form is to be completed by the owner or operator of a permitted small MS4 that is eligible for coverage under the Montana Department of Environmental Quality's *General Permit for Storm Water Discharges Associated with Small Municipal Separate Storm Sewer Systems (MS4s)*. Please print or type legibly. All items in this application must be completed accurately and in their entirety for the application to be deemed complete. Incomplete applications will not be processed until all information is received. An original signature is required. The appropriate fee must accompany submission of this signed application form. Add additional pages only as necessary or per DEQ request. Maintain a copy of the completed application form and any supplemental information submitted for a period of at least three years from the date the application is signed.

DEQ will not accept: (1) Forms submitted as photo copies, faxed copies, pdf copies or emails; (2) Forms that are not legible; (3) Forms not completely or accurately filled out to include responses that exclusively refer back to the General Permit or reference additional documents without the self-explanation required to adequately provide the requested information.

This completed Application Form, the Storm Water Management Program, and appropriate fee must be submitted to:

**Montana Department of Environmental Quality  
Water Protection Bureau  
P.O. Box 200901  
Helena, MT 59620-0901**

Please read the attached instructions before completing this form. Authorization options for new applicants are outlined in the 2017 General Permit. Footnotes throughout this Application Form reference the attached instructions.

**Small MS4 Name:**

**Small MS4 Mailing Address:**

**City, State, and Zip Code:**

**Small MS4 classification<sup>(1)</sup>:**

Traditional

Non-Traditional

<b>Application Fee submitted<sup>(2)</sup>:</b>	Amount \$	Check No.
<b>Annual Fees: First year annual fees are submitted with the application fee. Additional annual fee invoices will be sent out by DEQ.</b>		
<b>Small MS4 Contact Person (and Title) or Position Title:</b>		
<b>Mailing Address:</b>		
<b>City, State, and Zip Code:</b>		
<b>Phone Number: (     )</b>	<b>E-mail address:</b>	
<b>Co-Permittee Application<sup>(3)</sup></b>		
<b>Each co-permittee must submit a separate complete application package (including SWMP and fees) to obtain coverage under the 2017 General Permit. Co-permittee responsibilities must be documented within the submitted SWMP.</b>		
<b>Is your Small MS4 applying as a co-permittee?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, is the Small MS4 requesting to:</b>	<input type="checkbox"/> Apply as co-permittee with MTR04_____.	
<b>Small MS4 Description<sup>(4)</sup> (narrative):</b>		
<b>If more space is needed, submit on an additional page with corresponding reference or on a data storage device.</b>		
<b>Resident population within the Small MS4 area:</b>		
<b>Approximate number of square miles within the Small MS4 area:</b>		
<b>Location of the Small MS4 (narrative) to include geographical details of the MS4:</b>		
<b>If more space is needed, submit on an additional page with corresponding reference or on a data storage device.</b>		

**Description of MS4 storm water discharge location and outfall, the corresponding receiving waterbody name, and the drainage pattern. A list or table may be submitted to organize information.**

**If more space is needed, submit on an additional page with corresponding reference or on a data storage device.**

**Attach a hardcopy USGS topographic quadrangle map extending one mile beyond the boundaries of the small MS4. Provide a legend with scale. Label US Census Bureau urbanized area, receiving waterbodies, applicable boundaries (city, town, county, or district), drainage patterns, and outfalls. Review the attached instructions to ensure the map is complete prior to submission <sup>(5)</sup>.**

**Requested above map:**

Attached

Not Attached

**Does the Small MS4 maintain a list of all permits and approvals received or applied for from state or federal regulatory agencies?**

Yes

No. If the Small MS4 does not have a list currently, they must compose it upon submission of the Application Form.

**The Small MS4 must maintain a list of all state or federal permits applied for and received (or within the bounds of another permitting records management system) and have available upon DEQ's request.**

**Attach the Small MS4 Storm Water Management Program (SWMP) per requirements of Part II in the 2017 Small MS4 General Permit. The SWMP is a comprehensive document inclusive of six minimum control measures: Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection & Elimination, Construction Site Storm Water Management, Post-Construction Site Storm Water Management in New and Redevelopment, and Pollution Prevent/Good Housekeeping for Permittee Operations.**

**Identify the person(s)/position title(s) responsible for developing, implementing, enforcing, and/or coordinating the SWMP or portions of the six minimum control measures. These person(s)/position title(s) may change with development of a storm water management team within 60 days of permit issuance.**

**Parts of the SWMP include staggered development and implementation, and the SWMP submitted will detail MS4 progress towards the 2017 General Permit specified timeframes.**

**Requested above SWMP:**

Attached

Not Attached

**Per Special Requirements in Part III(B), the permittee must inform the Department of its preferred Monitoring Option for Water Quality Controls for Storm Water Discharges to Impaired Waterbodies with Approved TMDL Wasteload Allocations (WLAs).**

**Identify the permittee's TMDL-Related Monitoring Option:**

Option 1 (Part III (B)(1))

Option 2 (Part III (B)(2))

**Per Monitoring, Recording, and Reporting Requirements in Part IV (A) (3), the permittee must perform storm water monitoring semi-annually and the results will be submitted to the Department semi-annually.**

**Identify the permittee's Monitoring Location Option:**

Option 1 (Part IV (A)(3)(a))

Option 2 (Part IV (A)(3)(b))

**Storm Water Discharge Monitoring Certification**

I, MTR04 \_\_\_\_\_, certify that all point source discharges of storm water have been tested or evaluated for the presence of non-storm water discharges (other than potential non-storm water discharges for MS4s listed in ARM 17.30.1111(6)(c)(iii)) that are not covered by a MPDES permit.

**Answer this question upon certification: Has storm water sampling and analytical testing been performed (in addition to any required 2015 General Permit benchmark monitoring) to determine and/or evaluate the presence of non-storm water discharges from the Small MS4?**

No

Yes. Attach a description of any analytical test method used, the date of the testing, and the on-site drainage points (outfalls) that were sampled. If a contract laboratory or consulting firm performed analyses that generated quantitative data upon which conclusions and resultant determinations are based for regulated point source discharges or storm water and potential pollutant concentrations, the identity of each laboratory or firm and the analyses performed must be provided.

**Requested Monitoring Documents:**

Attached

Not Attached

**Authorized Representative**

In order for future reports, including Discharge Monitoring Reports (DMRs), to be signed by anyone other than the signatory for this application, a duly authorized individual(s) or position(s) must be identified. If one is not designated then all reports must be signed by the signatory until such designation is made in writing. Check the appropriate box.

- I designate the Small MS4 Contact Person as a duly authorized individual.
- I designate the following duly authorized representative for the 2017 General Permit authorization.

**Name and Title, or Position Title:** \_\_\_\_\_

**Company Name (if different than the applicant):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, and Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      **E-mail address:** \_\_\_\_\_

- No duly authorized representative for the 2017 General Permit is designated at this time.

**Shared Responsibility**

A Small MS4 may share responsibility to implement the minimum control measures with another entity in order to satisfy their MPDES permit obligations to implement a minimum control measure. Written acceptance of this obligation is required. This obligation must be maintained as part of the description of the permittee's SWMP.

**If your Small MS4 is sharing responsibility, does your SWMP document these obligations?**

- Not applicable                       Yes                       No

**Small MS4 Substantial Changes**

**Small MS4 Description (narrative) of any recent or planned substantial changes related to the facility, operations, or discharges occurring that may affect the quantity or quality of storm water discharges from the Small MS4.**

**If more space is needed, submit on an additional page with corresponding reference or on a data storage device.**

**Additional Information Submitted by the Small MS4**

**Include any additional information the DEQ may find reasonably necessary to evaluate the Application Form. This information should be submitted on additional pages with corresponding reference or on a data storage device.**

**Additional Information Requested by DEQ**

**In addition to the information reported on the Application Form, applicants shall provide to DEQ, at its request, such other information as DEQ determines reasonably necessary to assess the discharges of the Small MS4 and to determine whether to authorize the storm water discharge under the 2017 General Permit.**

**Application Signature**

**This Application Form must be completed, signed, and certified as follows:**

- **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; or**
- **For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.**

**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 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].

*Certification of this form indicates conformance with the 2017 General Permit for Storm Water Discharge Associated with Small Municipal Separate Storm Sewer System.*

**Name (Type or Print)**

**Title (Type or Print)**

**Phone Number**

**Signature**

**Date Signed**

**Instructions for the  
2017 General Permit for Storm Water Discharge Associated with Small MS4s  
MTR040000 Application Form**

**IMPORTANT:** Please print or type legibly. All items in this application must be completed accurately and in their entirety for the application to be deemed complete. Incomplete applications will not be processed until all information is received. An original signature is required. The appropriate fee must accompany submission of this signed application form. Add additional pages only as necessary or per DEQ request. Maintain a copy of the completed application form and any supplemental information submitted for a period of at least three years from the date the application is signed.

This completed Application Form, Storm Water Management Program, and appropriate fee must be submitted to Montana Department of Environmental Quality. Forms and additional information on storm water discharges are available from the Water Protection Bureau at (406) 444-3080 or on the DEQ website at: <http://www.deq.mt.gov>

**Specific Instructions**

1. Reference the 2017 General Permit. The Section titled “Permit Area of Permitted MS4s Under the 2015-Issued General Permit” provides the Small MS4 classification.
2. Application Fee amounts are located in Montana DEQ’s Fee Rules (ARM 17.30.201).
3. Reference the 2017 General Permit. The Section titled “Co-permittees Authorizations (New or Continuing Authorizations)” will provide more details regarding co-permitting requirements.
4. Briefly describe the MS4 to include relevant background or history and the basic design such as subsurface pipes, open channel flow, and whether any significant portions of the MS4 discharge into ground water through engineered systems.
5. The boundaries of permit coverage must be indicated. The map must be of sufficient detail so that the exact boundaries, by street or other demarcation, can be determined. The Small MS4 may label political and jurisdictional boundaries. The map must show the city, town, county, or district boundaries or service area, as applicable. Counties must also indicate the unincorporated area boundaries. For any MS4s that are partially within an urbanized area, the location map must show the urbanized area boundaries. Small MS4s may submit multiple maps as long as all requested information is detailed collectively.