

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER PROTECTION BUREAU / STORM WATER PROGRAM
PO Box 200901 / Helena, MT / 59620-0901**

**REAPPLICATION FORM
For Authorization To Discharge Under The
GENERAL PERMIT FOR STORM WATER DISCHARGE ASSOCIATED WITH
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

IMPORTANT: Read the attached instructions before completing this form. All items in this reapplication must be completed accurately and in their entirety or the reapplication will be deemed incomplete (resulting in a delay of processing and the reapplication being sent back). Please print or type. Please refer to the attached instructions for information about the required items. An original signature of the applicant is required. Attach additional pages only as necessary or requested. Where requested, responses must be self-explanatory and must not refer exclusively to attached maps, plans, or documents. The appropriate fees must accompany this reapplication form. Do not submit these items separately. Mail this application form to the DEQ address above. Small MS4 permitting documents and related forms are available from the Storm Water Program at (406) 444-3080 or on the DEQ website at: <http://www.state.mt.us/wqinfo/MPDES/StormWaterSmallMS4.asp>.

1. Name and Type of Small MS4 Permit Applicant:

Small MS4 Name _____

Small MS4 Type: Federal _____ State _____ County _____ City/Town _____ Other: _____

County Small MS4 Located _____

2. Small MS4 Contact Person:

The contact person/position shall be the primary person/position responsible for implementing or coordinating the Storm Water Management Program. This person/position will be thoroughly familiar with the operation of the Small MS4 and with the facts reported in this application, and will be contacted by the Department as necessary. All correspondence, including subsequent annual fee invoices, will be sent to this person/position.

Name _____

Position Title _____

Mailing Address (i.e. Street, P.O. Box) _____

City, State, and Zip Code _____

Direct Phone Number (_____) _____

Email Address _____

3. Small MS4 Description (narrative): _____

10. Signature of Applicant:

Important Note: ARM 17.30.1323(1) requires:

"All permit applications must be signed as follows:

- (a) for a corporation, by a responsible corporate officer. A responsible corporate officer means:
 - (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
 - (ii) the manager of 1 or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (b) for a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- (c) for a municipality, state, federal, or other public agency, by either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes:
 - (i) the chief executive officer of the agency; or
 - (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency."

"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."

Signature of Applicant

Date Signed

Name (printed)

Title

**APPENDIX A
CO-PERMITTEE APPLICATIONS**

A. Co-Permittee Applicants:

List the names of all applicants which are to be co-permitted under a single General Permit authorization (use additional pages as needed). When using this appendix for the original seven urban areas (Billings, Bozeman, Butte, Great Falls, Helena, Kalispell, Missoula), always identify the city as #1, the county as #2, MDT as #3, and a university as #4 as applicable (if one of these parties is not participating in a Co-Permittee Application then do not use that number).

1. _____
2. _____
3. _____
4. _____
5. _____

B. Co-Permittee Responsibilities:

Storm Water Management Program Minimum Control Measure	Small MS4 Co-Permittee					
	1	2	3	4	5	6
1. Public Education and Outreach						
2. Public Participation and Involvement						
3. Illicit Discharge Detection and Elimination						
4. Construction Site Storm Water Runoff Control						
5. Post-Construction Storm Water Management						
6. Pollution Prevention and Good Housekeeping for Municipal Operations						
7. Other _____						

**INSTRUCTIONS
FOR
REAPPLICATION FORM
For Authorization To Discharge Under The
GENERAL PERMIT FOR STORM WATER DISCHARGE ASSOCIATED
WITH SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

IMPORTANT: For the Department to determine this reapplication to be complete, perform a review, and issue a General Permit authorization letter, all required items on this form must be completed. Responses must be self-explanatory and must not refer exclusively to attached maps, plans, or documents. The appropriate reapplication fee based on the fee rules in effect at the time of the application must accompany this Reapplication Form. Do not submit these items separately. Mail this Reapplication Form to the DEQ address stated on the Reapplication Form. Small MS4 permitting documents and related forms are available from the Storm Water Program at (406) 444-3080 or on the DEQ website at <http://www.state.mt.us/wqinfo/MPDES/StormWaterSmallMS4.asp>.

SPECIFIC ITEM INSTRUCTIONS

Item 1 - Name and Type of Small MS4 Permit Applicant: Provide the Small MS4 name. Indicate what type of public entity the Small MS4 pertains to. Indicate the county.

Item 2 - Contact Person: Indicate the name, title, mailing address, city, state, zip code, the phone number, and the email address of the contact person for the Small MS4. The contact person shall be the primary person responsible for implementing or coordinating the Storm Water Management Program. This person will be thoroughly familiar with the operation of the Small MS4 and with the facts reported in this reapplication, and will be contacted by the Department as necessary. All correspondences, including subsequent annual fee invoices, will be sent to this person or position. By listing this contact person on the signed reapplication, the formal signatory stated in item 10 is thereby making this person a duly-authorized representative of the formal signatory.

Item 3 - Small MS4 Description: Provide a narrative description of the geographical location of the MS4, including city or town (this is especially important for systems at military bases and large education, hospital or prison complexes, and special districts and associations). Briefly describe the MS4. Indicate what the basic design of the MS4 includes such as subsurface pipes, open channel flow, etc., and whether any significant portions of the MS4 discharge into ground water through engineered systems.

Item 4 - Location Map: A location map for the MS4 (hard copy only) must be submitted. The boundaries of permit coverage must be indicated. For permitting purposes, the map must be of sufficient detail so that the exact boundaries, by street or other demarcation, can be determined. The Department has urbanized area and city maps available on the website. Only Department-endorsed urbanized area maps shall be used for the Billings, Great Falls, and Missoula areas. It is up to the permittee to ascertain the accuracy of maps, especially with respect to 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.

It is recommended to start with the portion of the USGS (U.S. Geological Survey) quadrangle map showing the MS4 area. You can then use the USGS map as a guide for preparing your location map, which will be more detailed. If alternative maps are used, they must be of sufficient scale so

that individual property locations can be determined in relation to the urbanized area and the municipal boundaries. For less expansive Small MS4s (e.g., hospital districts), the map should be of an appropriate scale to clearly indicate the property boundaries. Maps should be folded to 8½ x 11 inches for submittal with the reapplication.

- Item 5 - Receiving Waters:** Identify all of the different named or perennial (include both) surface waters receiving storm water runoff from your particular co-permittee Small MS4 by using the USGS topographic map. Under the fee rules in effect as of 2009, the total number of named or perennial receiving surface waters must be determined for you to calculate the fees in item 6 below. "Surface waters" is defined in ARM 17.30.1102(32) as any waters on the earth's surface including, but not limited to, streams, lakes, ponds, and reservoirs, and irrigation and drainage systems discharging directly into a stream, lake, pond, reservoir, or other surface water. Waterbodies used solely for treating, transporting, or impounding pollutants shall not be considered surface water.
- Item 6 - Fees:** Indicate the reapplication (application) fee amount by using the current ARM 17.30.201 (fee rules) in effect at the time of the reapplication submittal. Also, indicate the check number for this payment. The check is to be made out to the Department of Environmental Quality. If you are a co-applicant as part of a co-permittee reapplication, you do not complete item #6. Instead your discharges and fees will be included in items C and D of Appendix A which then must be completed.
- Item 7 - Co-Permittee Reapplications:** Two or more applicants may be permitted together as co-permittees under one General Permit authorization. If you check "yes" for this item #7, then each co-permittee must complete and submit their own three page Reapplication Form and the Appendix A with the reapplication package.
- Item 8 - Population:** Indicate the resident number of people living within the permitted Small MS4 area. If your permitted Small MS4 area is less than the total area of your Small MS4, provide a reasonable estimate of the population within the permitted Small MS4 area.
- Item 9 - Geographical Area:** Indicate the approximate number of square miles in the permitted Small MS4 area. For Small MS4s under one square mile, approximate number of acres may be used.
- Item 10 - Reapplication Certification and Signature:** The reapplication must be signed to be considered complete. In all cases, it must be signed by an individual based on the requirements stated on the Reapplication Form from ARM 17.30.1323(1). Based on this rule, for a city this is typically the mayor or city manager, for a county it is typically the county commission chairperson, and for others it is typically a top level official. Also, be aware that by signing this reapplication, the formal signatory is authorizing the "contact person/position" to be the formal contact in all permit-related correspondence for this Small MS4. This authorization in the reapplication by the formal signatory makes the "contact person/position" a "duly authorized representative" as provided for in ARM 17.30.1323(2). If the name of the contact person within this position changes in the future, the permittee must notify the Department in writing of the new person's name within this position, as provided for in ARM 17.30.1323(3).

APPENDIX A INSTRUCTIONS CO-PERMITTEE REAPPLICATION

Two or more co-applicants may submit a Co-Permittee Reapplication, i.e., a single submittal that addresses all Storm Water Management Program minimum control measures for each applicant. These Program requirements, or portions of Program requirements, may be performed jointly with another entity, or solely by another entity. Each applicant must fill out their own three page Reapplication Form and Appendix A. It is imperative that each co-applicant coordinate their reapplication responses and submittal with other co-permittees, particularly with respect to who is responsible for what. The Attachments in item 11 may be jointly prepared, and the entire package jointly submitted. For filing purposes, one copy of the Attachments is required per applicant.

Item A - Co-Permittee Applicants: Indicate all of the Small MS4 entities that are applying as co-permittees. When using this appendix for the original seven urban areas (Billings, Bozeman, Butte, Great Falls, Helena, Kalispell, Missoula), always identify the city as #1, the county as #2, MDT as #3, and a university as #4 as applicable (if one of these parties is not participating in a Co-Permittee Reapplication then do not use that number).

Item B - Co-Permittee Responsibilities: Indicate, for your MS4 only, which entities are responsible for carrying out which Storm Water Management Program minimum control measures. If more than one entity is responsible (for part of the entire minimum control measure listed), check all boxes that are applicable. The numbers assigned to the entities in Item A correspond to the numbers along the top of the table.

Item C - Receiving Waters: Identify all of the different named or perennial (include both) surface waters receiving storm water runoff from your particular co-permittee Small MS4 by using the USGS topographic map. Under the fee rules in effect as of 2009, the total number of named or perennial receiving surface waters must be determined for you to calculate the reapplication fee in item D below. "Surface waters" is defined in ARM 17.30.1102(32) as any waters on the earth's surface including, but not limited to, streams, lakes, ponds, and reservoirs, and irrigation and drainage systems discharging directly into a stream, lake, pond, reservoir, or other surface water. Waterbodies used solely for treating, transporting, or impounding pollutants shall not be considered surface water.

Item D - Fees: Indicate the reapplication (application) fee amount by using the current ARM 17.30.201 (fee rules) in effect at the time of the reapplication submittal. Based on the fee rules in effect as of 2009, the total number of different named or perennial receiving surface waters for all co-permittees must be determined for you to calculate the reapplication fee by multiplying this number times the \$1500 application fee amount in the rule. Also, as of 2009, the maximum number of discharges we can charge a fee for is five, even though the permit authorization for all co-permittees may total more five discharges. One payment for the reapplication fee must be submitted with the reapplication. Also, indicate the check number for this payment. The check is to be made out to the Department of Environmental Quality.

Item E - Annual Fee Payment Responsibility: Indicate which co-permittee (use the numbers above in Item A) is responsible for payment of annual fees. This co-permittee will be invoiced for each calendar year annual fee. First-year annual fees are submitted with the application, so the initial annual fee invoice sent out by the Department will be for the calendar year following the first calendar year of permit coverage under the General Permit. These invoices will be sent to the contact person/position identified on the application for the responsible co-permittee indicated under this item.