

**INSTRUCTIONS FOR USE OF TEMPLATE**  
**for**  
**NOTICE OF INTENT FOR NEW OR RENEWAL OF GENERAL PERMIT FOR**  
**DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS - MS4S**

The Illinois EPA has issued a new version of its NPDES Permit No. ILR40 (MS4 Permit): <http://www.epa.illinois.gov/topics/forms/water-permits/storm-water/ms4/index>. The new permit became effective on March 1, 2016, and contains a variety of new and modified requirements that will impact local stormwater management programs. Permittees have until August 28, 2016 (i.e., 180 days from the effective date of the permit) to determine how the new permit impacts their existing stormwater management efforts and make the changes needed to bring their programs into compliance with the new permit. In their annual reports due June 1, 2017, permittees must describe how they have modified their programs in order to bring them into compliance with the requirements of the new permit.

The new permit also states that permittees are required to submit a new Notice of Intent (NOI) by May 30, 2016 (i.e., 90 days of the effective date of the permit) in order to renew their coverage under the new permit, unless they had previously submitted a NOI for coverage under the new permit. Illinois EPA has confirmed that permittees that submitted a NOI in late summer/early fall 2013 (or shortly thereafter) to extend coverage under the old permit – as well as request coverage under the new permit – do not need to submit a new NOI by May 30, 2016. Therefore, permittees that used the NOI template provided by SMC in late summer/early fall 2013 to prepare and submit a NOI at that time do not need to submit a new NOI at this time.

Permittees who did not submit a NOI in late summer/early fall 2013 (or shortly thereafter) do need to submit a new NOI to Illinois EPA by May 30, 2016. Additionally, those permittees who submitted a NOI in late summer/early fall 2013 (or shortly thereafter) to extend coverage under the old permit – as well as request coverage under the new permit – may choose to submit a new NOI to Illinois EPA at this time.

SMC remains committed to assisting Lake County MS4s in meeting the requirements of Illinois EPA's NPDES Municipal Stormwater Program and has created a customizable template that can be used to develop and submit a new NOI to Illinois EPA at this time. The template consists of four documents:

- Preamble
- NOI Form
- Summary of Proposed QLP Stormwater Management Activities
- Summary of Proposed MS4 Stormwater Management Activities

**Instructions for Use of NOI Template**

- 1) Before using the template to develop your NOI, please note that it was created based on the Stormwater Management Program Plan (SMPP) template previously provided by SMC. Consequently, it describes a stormwater management program that closely matches the one described in the SMPP template. MS4s that: (1) have not yet created an SMPP; (2) have created an SMPP, but used resources other than the SMPP template to do so; or, (3) have created an SMPP using the SMPP template, but modified the contents of the template to more accurately reflect their own stormwater management programs, should carefully review and revise, as appropriate, the template, particularly those sections that describe the MS4's proposed

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stormwater management activities (i.e., NOI Form, Summary of Proposed MS4 Stormwater Management Activities). Failure to review such information may lead to reporting errors and/or unintentional commitments for your stormwater management program.

- 2) The “Preamble” and “Summary of Proposed QLP Stormwater Management Activities” sections of the template are complete and do not need further attention from the MS4. However, please be sure review these sections of template before submitting your NOI to IEPA to ensure that you are familiar with their contents.
- 3) The “NOI Form” and “Summary of Proposed MS4 Stormwater Management Activities” sections of the template need to be reviewed and completed by the MS4. When completing these sections, carefully enter, review, and revise, as appropriate, all information, particularly all fields and all text highlighted in **yellow**. Failure to do so may lead to reporting errors and/or unintentional commitments for your stormwater management program.
- 4) When completing the “NOI Form” and “Summary of Proposed MS4 Stormwater Management Activities” sections of the template, be sure to look back at your SMPP, if you have one, as well as your previous Annual Reports and NOIs, to ensure consistency between your program documents. Be sure to delete from the “NOI Form” and “Summary of Proposed MS4 Stormwater Management Activities” sections of the template any stormwater management activities that were not previous commitments and add any stormwater management activities that were.
- 5) Delete all extraneous information contained in the NOI Form and Summary of Proposed MS4 Stormwater Management Activities sections of the template, including all information provided in a **red, dashed box**.
- 6) Carefully check the formatting and appearance of the document.
- 7) Print all four sections of the document, sign and date the NOI Form, and assemble the document in the following order: (1) Preamble; (2) NOI Form; (3) Summary of Proposed QLP Stormwater Management Activities; and, (4) Summary of Proposed MS4 Stormwater Management Activities.
- 8) Submit one copy of the document to IEPA at the following address by May 30, 2016: Illinois Environmental Protection Agency, Bureau of Water, Division of Water Pollution Control, ATTN: Permit Section, PO Box 19276, 1021 North Grand Avenue East, Springfield, IL 62794-9276. Be sure to retain at least one copy of the document for your records.