♦ APPLICATION INSTRUCTIONS ♦

For the 1200-Z, 1200-A or 1200-COLS General NPDES Stormwater Permit

The City of Portland is the authorized agent for the Oregon Department of Environmental Quality (DEQ) in receiving applications and administering the general stormwater permits for industrial sites within City limits. Once the following items are completed, the City will process the application packet and the DEQ will issue a new permit. The application packet submitted to the City must contain the following:

- ☐ A **Land Use Compatibility Statement (LUCS)** form must be processed and submitted as part of the application. The LUCS is processed by the City's Bureau of Development Services (BDS), Planning & Zoning Team. Please contact the City's Zoning Department at 503-823-7526 for more information about the current LUCS fee. **It is highly recommended that you initiate the LUCS review process immediately, as it may take several weeks.**

- ☐ A complete and accurate **Storm Water Pollution Control Plan (SWPCP)** developed in accordance with *Schedule A* of the permit. This is a document that describes the stormwater drainage at your site and the Best Management Practices that will be employed for reducing pollutants in stormwater runoff. It is an important item that can take several weeks to research and develop, so do not wait for your application deadline to complete this task. A guidance document is available for your reference at: http://www.deq.state.or.us/wq/wqpermit/docs/general/1200indguide.pdf

- ☐ An **SWPCP Checklist** is included with this application packet. It must be filled out and submitted with your packet. This is used in the review process to ensure that your SWPCP meets the conditions of the permit.

- ☐ Completed form: **Application – NPDES Industrial Stormwater General Permit**. Use the detailed instruction sheet for assistance in completing this form. If you have any questions regarding the completion of the form, such as determining Latitude and Longitude, you can contact City staff at the phone number listed below for assistance.

- ☐ **A check made payable to the *City of Portland* for the amount of $1676**, which includes the new permit application fee (*effective November 1, 2013*) and the annual fee for the first year.

SUBMIT THE APPLICATION PACKET TO:

City of Portland
BES Industrial Stormwater Program
Water Pollution Control Lab
6543 N Burlington Ave.
Portland OR 97203-5452

If you have any questions about completing your application, please contact the Industrial Stormwater Program at (503) 823-5320 or the Permit Manager that has been working with you.

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Oregon Department of Environmental Quality
LAND USE COMPATIBILITY STATEMENT

State of Oregon Department of Environmental Quality

WHAT IS A LAND USE COMPATIBILTY STATEMENT (LUCS)? A LUCS is a form developed by DEQ to determine whether a DEQ permit or approval will be consistent with local government comprehensive plans and land use regulations.

WHY IS A LUCS REQUIRED? DEQ and other state agencies with permitting or approval activities that affect land use are required by Oregon law to be consistent with local comprehensive plans and have a process for determining consistency. DEQ activities affecting land use and the requirement for a LUCS may be found in Oregon Administrative Rules (OAR) Chapter 340, Division 18.

WHEN IS A LUCS REQUIRED? A LUCS is required for nearly all DEQ permits and certain approvals of plans or related activities that affect land use prior to issuance of a DEQ permit or approval. These permits and activities are listed in section 1.D on p. 2 of this form. A single LUCS can be used if more than one DEQ permit or approval is being applied for concurrently.

Permit modifications or renewals also require a LUCS when any of the following applies:
1. Physical expansion on the property or proposed use of additional land;
2. Alterations, expansions, improvements or changes in method or type of disposal at a solid waste disposal site as described in OAR 340-093-0070(4)(b);
3. A significant increase in discharges to water;
4. A relocation of an outfall outside of the source property; or
5. Any physical change or change of operation of an air pollutant source that results in a net significant emission rate increase as defined in OAR 340-200-0020.

HOW TO COMPLETE A LUCS:

Step	Who Does It?	What Happens?
1	Applicant	Applicant completes Section 1 of the LUCS and submits it to the appropriate city or county planning office.
2	City or County Planning Office	City or county planning office completes Section 2 of the LUCS to indicate whether the activity or use is compatible with the acknowledged comprehensive plan and land use regulations, attaches written findings supporting the decision of compatibility, and returns the signed and dated LUCS to the applicant.
3	Applicant	Applicant submits the completed LUCS and any supporting information provided by the city or county to DEQ along with the DEQ permit application or approval request.

WHERE TO GET HELP: For questions about the LUCS process, contact the DEQ staff responsible for processing the permit or approval. DEQ staff may be reached at 1-800-452-4011 (toll-free, inside Oregon) or 503-229-5630. For general questions, please contact DEQ land use staff listed at: www.deq.state.or.us/pubs/permithandbook/lucs.htm.

***CULTURAL RESOURCES PROTECTION LAWS**: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archeological site or object or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, ext. 232.*

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Oregon Department of Environmental Quality
LAND USE COMPATIBILITY STATEMENT (LUCS)

SECTION 1 - TO BE COMPLETED BY APPLICANT

A. Applicant Name:	**B. Project Name:**
Contact Name:	**Physical Address:**
Mailing Address:	**City, State, Zip:**
City, State, Zip:	**Tax Lot #:**
Telephone:	**Township:** **Range:** **Section:**
Tax Account #:	**Latitude:**
	Longitude:

C. Describe the project, include the type of development, business, or facility and services or products provided (attach additional information if necessary):

D. Check the type of DEQ permit(s) or approval(s) being applied for at this time.

- ☐ Air Quality Notice of Construction
- ☐ Air Contaminant Discharge Permit *(excludes portable facility permits)*
- ☐ Air Quality Title V Permit
- ☐ Air Quality Indirect Source Permit
- ☐ Parking/Traffic Circulation Plan
- ☐ Solid Waste Land Disposal Site Permit
- ☐ Solid Waste Treatment Facility Permit
- ☐ Solid Waste Compost Facility Registration or Permit
- ☐ Solid Waste Letter Authorization Permit
- ☐ Solid Waste Material Recovery Facility Permit
- ☐ Solid Waste Energy Recovery Facility Permit
- ☐ Solid Waste Transfer Station Permit
- ☐ Waste Tire Storage Site Permit
- ☐ Pollution Control Bond Request
- ☐ Hazardous Waste Treatment, Storage, or Disposal Permit
- ☐ Clean Water State Revolving Fund Loan Request
- ☐ Wastewater/Sewer Construction Plan/Specifications *(includes review of plan changes that require use of new land)*
- ☐ Water Quality NPDES Individual Permit
- ☐ Water Quality WPCF Individual Permit *(for onsite construction-installation permits use the DEQ Onsite LUCS form)*
- ☐ Water Quality NPDES Stormwater General Permit *(1200-A, 1200-C, 1200-CA, 1200-COLS, and 1200-Z)*
- ☐ Water Quality General Permit *(all general permits, except 600, 700-PM, 1700-A, and 1700-B when they are mobile.)*
- ☐ Water Quality 401 Certification for federal permit or license

E. This application is for: ☐ Permit Renewal ☐ New Permit ☐ Permit Modification ☐ Other:

SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL

Instructions: Written findings of fact for all local decisions are required; written findings from previous actions are acceptable. For uses allowed outright by the acknowledged comprehensive plan, DEQ will accept written findings in the form of a reference to the specific plan policies, criteria, or standards that were relied upon in rendering the decision with an indication of why the decision is justified based on the plan policies, criteria, or standards.

A. The project proposal is located: ☐ Inside city limits ☐ Inside UGB ☐ Outside UGB

B. Name of the city or county that has land use jurisdiction *(the legal entity responsible for land use decisions for the subject property or land use)***:**

SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL

Applicant Name:	**Project Name:**

C. Is the activity or use allowed under Measure 49? ☐ No, Measure 49 is not applicable ☐ Yes; if yes, then check one:

☐ Express; approved by DLCD order #:

☐ Conditional; approved by DLCD order #:

☐ Vested; approved by local government decision or court judgment docket or order #:

D. Is the activity or use compatible with your acknowledged comprehensive plan as required by OAR 660-031?
Please complete this form to address the activity or use for which the applicant is seeking approval (see 1.C on the previous page). If the activity or use is to occur in multiple phases, please ensure that your approval addresses the phases described in 1.C. For example, if the applicant's project is described in 1.C as a subdivision and the LUCS indicates that only clearing and grading are allowed outright but does not indicate whether the subdivision is approved, DEQ will delay permit issuance until approval for the subdivision is obtained from the local planning official.

☐ The activity or use is not regulated by the acknowledged comprehensive plan; explain:

☐ **YES**, the activity or use is pre-existing nonconforming use allowed outright by *(provide reference for local ordinance)*:

☐ **YES**, the activity or use is allowed outright by *(provide reference for local ordinance)*:

☐ **YES**, the activity or use received preliminary approval that includes requirements to fully comply with local requirements; findings are attached.

☐ **YES**, the activity or use is allowed; findings are attached.

☐ **NO**, see 2.C above, activity or use allowed under Measure 49; findings are attached.

☐ **NO**, *(complete below or attach findings for noncompliance and identify requirements the applicant must comply with before compatibility can be determined)*:

Relevant specific plan policies, criteria, or standards:

Provide the reasons for the decision:

Additional comments (attach additional information as needed):

Planning Official Signature:		**Title:**
Print Name:	**Telephone #:**	**Date:**

If necessary, depending upon city/county agreement on jurisdiction outside city limits but within UGB:

Planning Official Signature:		**Title:**
Print Name:	**Telephone #:**	**Date:**

DEQ USE ONLY
Application #_____
File#_____
EPA # _____
LLID/RM:_____
DOC Conf:_____
Notes:_____

OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY

APPLICATION
NPDES INDUSTRIAL STORMWATER GENERAL PERMIT
(Nos. 1200-Z, 1200-ZN, and 1200-COLS)

DEQ USE ONLY
Date Received: _____

A. REFERENCE INFORMATION

1.	Legal Name:	2.	Common Name:
3.	Physical Facility Street Address:		
	City, State, Zip Code:		County:
4.	Site Location by Latitude and Longitude (degrees/minutes/seconds)		
	Latitude: / /		Longitude: / /
5.	Is the applicant the owner of the facility? ☐ Yes ☐ No		
6.	Facility Primary SIC Code and Title:		
7.	Facility Secondary SIC Code(s):		
8.	Legal Contact:		
	Mailing Address:		City, State, Zip Code:
	Telephone:		Email Address:
9.	Facility Contact:		
	Mailing Address:		City, State, Zip Code:
	Telephone:		Email Address:
10.	Invoice Contact:		
	Mailing Address:		City, State, Zip Code:
	Telephone:		Email Address:

B. STORMWATER DISCHARGE INFORMATION

1.	Briefly describe the various activities that take place on your site that may result in industrial pollutants contaminating stormwater runoff from the site:		
2.	Receiving waterbody: list the name(s) of the water(s) that receive stormwater from your facility:		
	☐	Direct Discharge	Creek or Stream:
	☐	Indirect Discharge through a municipal storm sewer or drainage system (MS4), ditch, infiltration device, or other manmade conveyance system:	Receiving Stream:
3.	Has any stormwater analytical data been collected for the site? ☐ YES ☐ NO *(If "YES", please attach data.)*		
4.	Have all the stormwater outfalls associated with industrial activities on your site been evaluated for the presence of non-stormwater discharges not otherwise authorized by this permit or other DEQ permits ☐ YES ☐ NO *(If "YES", describe results of investigation below.)* By signing this application, you certify that this investigation has occurred. Briefly describe the methods used to evaluate for the presence of non-stormwater discharges.		

continued on next page

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continued from page 1

5.	Have any leaks or spills or other instances of stormwater contamination occurred at the site within the last three (3) years? ☐ YES ☐ NO (*If "YES", please describe.)*
6.	Are there other DEQ water quality permits issued for this site? ☐ YES ☐ NO (If "YES", please describe the permits and provide the permit numbers:

C. LAND USE COMPATIBILITY STATEMENT

Attach the original and complete Land Use Compatibility Statement (LUCS) signed by the local land use authority. the application will not be processed unless the local land use authority approves it and it meets statewide planning goals.

D. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045. This includes a compliance determination fee invoiced annually by DEQ to maintain the permit.

Name of Legally Authorized Representative (Type or Print):	Title:
Signature of Legally Authorized Representative:	Date

E. APPLICATION SUBMITTAL

The following application materials must be completed and submitted to the DEQ regional office opr to a DEQ agent (see instructions for list of DEQ regional offices and agents.

- ☐ Signed application form
- ☐ Land Use Compatibility Statement with signature of the local land use planning official
- ☐ Stormwater pollution control plan and checklist

☐ Application fee. Effective 11/1/12 the fee is $1,629 (includes $803 for new permit application and $826 for first year annual fee) to the appropriate DEQ regional office. Make the check payable to DEQ.

If you are sending your application to a DEQ agent, check with the DEQ agent for the appropriate fees and make check payable to the DEQ agent.

Fees are subject to change; please visit http://www.deq.state.or.us/wq/wqpermit/stminfo.htm for current fees.

APPLICATION INSTRUCTIONS FOR NPDES GENERAL PERMIT

Please answer all questions.
AN INCOMPLETE APPLICATION OR APPLICATION WITH INCORRECT FEES WILL NOT BE PROCESSED.
If the information requested is not applicable, please indicate as such.

A. REFERENCE INFORMATION

1. Enter the legal name of the applicant. This must be the **legal** Oregon name (i.e., Acme Products, Inc.) or the **legal** representative of the company if it operates under an assumed business name (i.e., John Smith, dba Acme Products). The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (503) 378-4752 unless otherwise exempted by their regulations. The permit will be issued to the legal name of the applicant.
2. Enter the common name of the facility or operation if different than the legal name.
3. Enter the physical location of the facility (not mailing address), including city, state, zip code, and county.
4. Enter the latitude and longitude of the approximate center of the facility or site in degrees/minutes/seconds to the nearest 15 seconds. Latitude and longitude can be obtained from United States Geological Survey (USGS) quadrangle topographic maps by calling toll-free at 1-888-ASK-USGS (1-888-275-8747) or by using DEQ's location finder web site at http://deq12.deq.state.or.us/website/findloc/data.asp. When using DEQ's location finder web site, if you do not know your address, go to "locate place" on the left side of the page and type in the "address" and then click on "locate." To get the longitude and latitude to appear you can also zoom in and re-center until you find the area. You may want to turn off DEQ interests to eliminate the yellow dots and you may want to turn on the Aerial Photos to help you locate the site (note that the aerial photos are over ten years old). The latitude and longitude will be indicated on the left side of the page. Instructions for obtaining latitude and longitude from topographic maps may be obtained at http://www.deq.state.or.us/wq/pubs/guides/latlonginstr.pdf.
5. Indicate if the applicant is the owner of the facility.
6. Provide the primary Standard Industrial Classification (SIC) Code and Title for the facility that best describes the primary industrial activities performed by your facility under which you are required to obtain permit coverage. Your primary industrial activity includes any activities performed on-site which are (1) identified by the facility's one SIC code for which the facility is primarily engaged; and (2) included in the narrative descriptions of 40 CFR 122.26(b)(14)(i), (iv), (v), or (vii), and (ix). See *Table 1: Sources Covered* on page 3 of the permit for a complete list of SIC codes and industrial activities. The SIC Code is a four digit number assigned to different businesses. The SIC Title corresponds to the Code and is a short description of activities that occur at a business. Typically, SIC Codes are used by the fire marshal or insurance companies. They are also used when filing taxes or registering as a corporation with the state. If you do not know your SIC Code and Title, try the OSHA Web Site at http://www.osha.gov/pls/imis/sic_manual.html or contact DEQ or Agent office for assistance.
7. If your site has secondary industrial activities (i.e., co-located activities) that are not identified as your primary industrial activity, provide the SIC code(s) that describe these other industrial activities. You are only required to provide SIC code(s) for industrial activities on site that are listed in *Table 1: Sources Covered* on page 3 of the permit.
8. Enter the name, telephone number, and mailing address of the Legal Contact. The Legal Contact is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application.
9. Enter the name, telephone number and mailing address of the Facility Contact if different from the Legal Contact. The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.
10. Enter invoicing information for billing purposes if different from the Legal Contact (e.g., "Invoice To: Business Office - Accounts Payable").

B. STORMWATER DISCHARGE INFORMATION

1. Briefly describe the activities at the site that have the potential to contaminate stormwater. Such activities include the storage of materials or equipment outside, unloading and loading activities, maintenance activities, etc.

2. Indicate the name(s) of the receiving water(s) that industrial stormwater from your facility will discharge to. Your receiving water may be a lake, stream, river, wetland or other waterbody, and may or may not be located adjacent to your facility. Your stormwater may discharge directly to the receiving water or indirectly via a storm sewer system, an open drain or ditch, or other conveyance structure. Do NOT list a man-made conveyance, such as a storm sewer system, as your receiving water. Indicate the **first natural receiving water** your stormwater discharge enters. For example, if your discharge enters a storm sewer system, that empties into Trout Creek, which flows into Pine River, your receiving water is Trout Creek, because it is the first natural waterbody your discharge will reach. Similarly, a discharge into a ditch that feeds Spring Creek should be identified as "Spring Creek" since the ditch is a manmade conveyance. If you discharge into a municipal separate storm sewer system (MS4), you must identify the waterbody into which that portion of the storm sewer discharges. That information should be readily available from the operator of the MS4.

3. Indicate if any tests have been done on the facility's stormwater runoff associated with industrial activities on the

site. If no stormwater data exists, you are not required to test stormwater for application purposes. Attach any sampling results that may be available.

4. The federal stormwater regulations (40 CFR 122.26(c)) require that your facility be investigated for the presence of non-stormwater discharges. Non-stormwater discharges are any discharges not associated with rain events such as discharges of wash water, boiler blowdown, non-contact cooling water, process wastewater, etc. Certain non-stormwater discharges are authorized under this permit (please see Schedule A, condition 5 of the permit).

   Please describe the method used to evaluate your site for the presence of non-stormwater discharges. Methods may include conducting a visual inspection of activities at the site during periods of dry weather to determine if there is any unusual drainage off the site; inspecting site plans or testing drainage lines to confirm that drains being used for non-stormwater discharges are connected to sanitary sewer (sewage treatment plant); or some combination of the above. By signing the application, you certify that such an investigation has been performed. Indicate if any non-stormwater discharges were found during the investigation that are not authorized by this permit or any other existing DEQ permit. For example, if flow was noted, describe the source of the non-stormwater discharge.At the time the application is reviewed, a determination will be made as to whether the non-stormwater discharge needs a permit.
5. Indicate if any leaks or spills of materials or wastes have occurred at the facility within the last three years.

6. Indicate if there are any other DEQ permits issued for this site. If so, please describe the permits and provide the permit numbers. Indicate if you are using any of the stormwater outfalls on site to discharge wastewater that is authorized under a different permit.

C. LAND USE COMPATIBILITY STATEMENT

Land Use Compatibility Statement (LUCS) must be signed by local planning official. If there are any conditions placed on the land use approval, the findings must be included. The LUCS form may be obtained from DEQ at: http://www.deq.state.or.us/pubs/permithandbook/lucs.htm.

D. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

The signature of a legally authorized representative must be provided in order to process this application. See the table below for more information.

DEFINITION OF LEGALLY AUTHORIZED REPRESENTATIVE: Please also provide the information requested in brackets *[ ]*
• **Corporation** - president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance to corporate procedure to sign such documents • **Partnership** - General partner *[list of general partners, their addresses, and telephone numbers]* • **Sole Proprietorship** - Owner(s) *[each owner must sign the application]* • **City, County, State, Federal, or other Public Facility** - Principal executive officer or ranking elected official • **Limited Liability Company** - Member *[articles of organization]* • **Trusts** - Acting trustee *[list of trustees, their addresses, and telephone numbers]*

E. APPLICATION SUBMITTAL

Please send the following completed application materials to the appropriate DEQ regional office **or** DEQ Agent office: **Application form; Stormwater Pollution Control Plan (SWPCP); SWPCP checklist; Land Use Compatibility Statement (LUCS), and fees.** For more information on preparing a SWPCP, please see DEQ's guidance document, located at http://www.deq.state.or.us/wq/stormwater/industrial.htm. DEQ has entered into agreements with several local jurisdictions knows as "Agents" to process the permit applications and administer the permits on DEQ's behalf. If your project is located in one of these areas, please submit your application materials to the Agent, including two copies of the SWPCP.

SUBMIT THE FEES AND APPLICATION TO THE APPROPRIATE DEQ OR AGENT OFFICE

DEQ Northwest Region	DEQ Western Region	DEQ Eastern Region
2020 SW 4th Avenue, Suite 400 Portland, OR 97201-4987 503-229-5263 or 800-452-4011	165 East 7th Avenue, Suite 100 Eugene, OR 97401-3049 541-687-7326 or 800-844-8467	700 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 541-276-4063 or 800-452-4011

NORTHWEST REGION COUNTIES					
Clackamas	Clatsop	Columbia	Multnomah	Tillamook	Washington

WESTERN REGION COUNTIES					
Benton	Coos	Curry	Douglas	Jackson	Josephine
Lane	Lincoln	Linn	Marion	Polk	Yamhill

EASTERN REGION COUNTIES					
Baker	Crook	Deschutes	Gilliam	Grant	Harney
Hood River	Jefferson	Klamath	Lake	Malheur	Morrow
Sherman	Umatilla	Union	Wallowa	Wasco	Wheeler

City of Portland Bureau of Environmental Services Water Pollution Control Laboratory 6543 N. Burlington Ave. Portland, OR 97203-5452 Contact: Michael Pronold (503) 823-7584	**Clean Water Services** **(includes all or part of Beaverton, Cornelius, Forest Grove, Hillsboro, Sherwood, Tigard, and Tualatin)** 2550 SW Hillsboro Highway Hillsboro, OR 97123 Contact: Rick Fischl (503) 681-5134	**City of Eugene** 410 River Avenue Eugene, OR 97404 Contact: Jonathan Wilson (541) 682-8616