

💧 APPLICATION INSTRUCTIONS 💧

For the 1200-Z 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.oregon.gov/deq/FilterPermitsDocs/1200zguide.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 \$2130**, which includes the new permit application fee (*effective October 1, 2018*) 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) 823-7584 or the Permit Manager that has been working with you.

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Land Use Compatibility Statement



State of Oregon
Department of
Environmental
Quality

What is a land use compatibility statement?

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 on our [Land Use Compatibility Statement page](#) online.

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.

Land Use Compatibility Statement

SECTION 1 - TO BE COMPLETED BY APPLICANT			
1A. Applicant Name:	1B. Project Name:		
Contact Name:	Physical Address:		
Mailing Address:	City, State, Zip:		
City, State, Zip:	Tax Lot #:		
Telephone:	Township: Range: Section:		
Tax Account #:	Latitude:		
	Longitude:		
1C. Describe the project, include the type of development, business, or facility and services or products provided (attach additional information if necessary):			
<p>1D. Check the type of DEQ permit(s) or approval(s) being applied for at this time.</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Air Quality Notice of Construction <input type="checkbox"/> Air Contaminant Discharge Permit (<i>excludes portable facility permits</i>) <input type="checkbox"/> Air Quality Title V Permit <input type="checkbox"/> Air Quality Indirect Source Permit <input type="checkbox"/> Parking/Traffic Circulation Plan <input type="checkbox"/> Solid Waste Land Disposal Site Permit <input type="checkbox"/> Solid Waste Treatment Facility Permit <input type="checkbox"/> Solid Waste Composting Facility Permit (includes Anaerobic Digester) <input type="checkbox"/> Conversion Technology Facility Permit <input type="checkbox"/> Solid Waste Letter Authorization Permit <input type="checkbox"/> Solid Waste Material Recovery Facility Permit <input type="checkbox"/> Solid Waste Energy Recovery Facility Permit <input type="checkbox"/> Solid Waste Transfer Station Permit <input type="checkbox"/> Waste Tire Storage Site Permit </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Pollution Control Bond Request <input type="checkbox"/> Hazardous Waste Treatment, Storage, or Disposal Permit <input type="checkbox"/> Clean Water State Revolving Fund Loan Request <input type="checkbox"/> Wastewater/Sewer Construction Plan/Specifications (<i>includes review of plan changes that require use of new land</i>) <input type="checkbox"/> Water Quality NPDES Individual Permit <input type="checkbox"/> Water Quality WPCF Individual Permit (<i>for onsite construction-installation permits use the DEQ Onsite LUCS form</i>) <input type="checkbox"/> Water Quality NPDES Stormwater General Permit (<i>1200-A, 1200-C, 1200-CA, 1200-COLS, and 1200-Z</i>) <input type="checkbox"/> Water Quality General Permit (<i>all general permits, except 600, 700-PM, 1700-A, and 1700-B when they are mobile.</i>) <input type="checkbox"/> Water Quality 401 Certification for federal permit or license </td> </tr> </table>		<input type="checkbox"/> Air Quality Notice of Construction <input type="checkbox"/> Air Contaminant Discharge Permit (<i>excludes portable facility permits</i>) <input type="checkbox"/> Air Quality Title V Permit <input type="checkbox"/> Air Quality Indirect Source Permit <input type="checkbox"/> Parking/Traffic Circulation Plan <input type="checkbox"/> Solid Waste Land Disposal Site Permit <input type="checkbox"/> Solid Waste Treatment Facility Permit <input type="checkbox"/> Solid Waste Composting Facility Permit (includes Anaerobic Digester) <input type="checkbox"/> Conversion Technology Facility Permit <input type="checkbox"/> Solid Waste Letter Authorization Permit <input type="checkbox"/> Solid Waste Material Recovery Facility Permit <input type="checkbox"/> Solid Waste Energy Recovery Facility Permit <input type="checkbox"/> Solid Waste Transfer Station Permit <input type="checkbox"/> Waste Tire Storage Site Permit	<input type="checkbox"/> Pollution Control Bond Request <input type="checkbox"/> Hazardous Waste Treatment, Storage, or Disposal Permit <input type="checkbox"/> Clean Water State Revolving Fund Loan Request <input type="checkbox"/> Wastewater/Sewer Construction Plan/Specifications (<i>includes review of plan changes that require use of new land</i>) <input type="checkbox"/> Water Quality NPDES Individual Permit <input type="checkbox"/> Water Quality WPCF Individual Permit (<i>for onsite construction-installation permits use the DEQ Onsite LUCS form</i>) <input type="checkbox"/> Water Quality NPDES Stormwater General Permit (<i>1200-A, 1200-C, 1200-CA, 1200-COLS, and 1200-Z</i>) <input type="checkbox"/> Water Quality General Permit (<i>all general permits, except 600, 700-PM, 1700-A, and 1700-B when they are mobile.</i>) <input type="checkbox"/> Water Quality 401 Certification for federal permit or license
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1E. This application is for: <input type="checkbox"/> Permit Renewal <input type="checkbox"/> New Permit <input type="checkbox"/> Permit Modification <input type="checkbox"/> Other:			
SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL			
<p>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.</p>			
2A. The project proposal is located: <input type="checkbox"/> Inside city limits <input type="checkbox"/> Inside UGB <input type="checkbox"/> Outside UGB			
2B. 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):			

Land Use Compatibility Statement

SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL		
Applicant Name:	Project Name:	
2C. Is the activity allowed under Measure 49 (2007)? <input type="checkbox"/> No, Measure 49 is not applicable <input type="checkbox"/> Yes; if yes, then check one:		
<input type="checkbox"/> Express; approved by DLCD order #:		
<input type="checkbox"/> Conditional; approved by DLCD order #:		
<input type="checkbox"/> Vested; approved by local government decision or court judgment docket or order #:		
2D. Is the activity a composting facility?		
<input type="checkbox"/> No <input type="checkbox"/> Yes; Senate Bill 462 (2013) notification requirements have been met.		
2E. Is the activity or use compatible with your acknowledged comprehensive plan as required by OAR 660-031?		
<i>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.</i>		
<input type="checkbox"/> The activity or use is specifically exempt by the acknowledged comprehensive plan; explain:		
<input type="checkbox"/> Yes , the activity or use is pre-existing nonconforming use allowed outright by <i>(provide reference for local ordinance)</i> :		
<input type="checkbox"/> Yes , the activity or use is allowed outright by <i>(provide reference for local ordinance)</i> :		
<input type="checkbox"/> Yes , the activity or use received preliminary approval that includes requirements to fully comply with local requirements; findings are attached.		
<input type="checkbox"/> Yes , the activity or use is allowed; findings are attached.		
<input type="checkbox"/> No , see 2.C above, activity or use allowed under Measure 49; findings are attached.		
<input type="checkbox"/> No , <i>(complete below or attach findings for noncompliance and identify requirements the applicant must comply with before compatibility can be determined)</i> :		
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:



OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY
APPLICATION FOR NEW NPDES GENERAL PERMIT 1200-Z

Instructions for Completion of 1200-Z Industrial Stormwater Application: Please answer all questions. An incomplete application 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, (http://egov.sos.state.or.us/br/pkg_web_name_srch_inq_login), 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 DEQ's location finder web site at <http://deqapp1/website/lit/data.asp>. 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 once you have checked the locate place at the top of the page and clicked on a location.
5. Provide the primary Standard Industrial Classification (SIC) Code and Title for the facility and any additional SIC Codes that apply to the site. 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. This may or may not be the SIC Codes(s) that you will use. The SIC Code must be the one(s) that pertain to the site industrial activities and may differ from that used for other purposes. 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.
6. Indicate if the applicant is the owner of the facility.
7. 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.
8. 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.
9. Enter invoicing information for billing purposes if different from the Legal Contact (e.g., "Invoice To: Business Office - Accounts Payable"). This must be the same company as the applicant.

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) (i.e., indicate where stormwater runoff during construction will flow). Request information from local authority or other resource to determine the name of the receiving waterbody. Your receiving water may be a lake, stream, river, wetland or other waterbody, and may or may not be located adjacent to the site. 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. If you discharge to an irrigation channel or ditch you must also indicate the owner or operator of the irrigation channel or ditch. 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. Determine if stormwater from your site will discharge to an impaired waterbody and identify the impairment pollutant(s) if the answer is yes. You can find this information by searching the database at: <http://www.deq.state.or.us/wq/assessment/rpt2012/search.asp>.

When searching the database, be sure the waterbody selected is in the correct watershed (basin) and choose Water Quality Limited TMDL needed – 303(d) (Category 5).

If you answered ‘Yes’ to the previous question, your site must meet one of the following conditions to obtain coverage under this permit:

- i. Prevent all pollutants for which the waterbody is impaired from exposure to stormwater and document in the Stormwater Pollution Control Plan (SWPCP) procedures taken to prevent exposure on-site; or
- ii. Document in SWPCP that the pollutant(s) for which the waterbody is impaired are not present at the site; or
- iii. Provide data and other technical information that demonstrates that the discharge is not expected to cause or contribute to an exceedance of the water quality standard for which the waterbody is impaired at the point of discharge to the waterbody if the pollutant(s) for which the waterbody is impaired are likely to be present at the site and DEQ has not issued a TMDL for the pollutant(s). Indicate if any tests have been done on the facility's stormwater runoff associated with industrial activities on the site. Attach any sampling results that may be available.

If a new discharger is unable to meet the above conditions, discharge must cease; or obtain coverage under an individual permit

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 COMPATABILITY 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.oregon.gov/deq/Permits/Pages/LUCS.aspx>.

D. SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

A legally authorized representative must sign the application. The following are authorized to sign the document:

- ◆ **Corporation** — President, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million 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
- ◆ **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 Agents office: **Application form; Stormwater Pollution Control Plan (SWPCP); SWPCP checklist; Land Use Compatibility Statement (LUCS), and fees.** If applicable, also send a demonstration that your discharge does not or will not contribute to water quality impairments for any pollutant listed in Table 4, Schedule B.1 of the permit. For more information on preparing a SWPCP, please see DEQ's guidance document, located at <http://www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Industrial.aspx> DEQ has entered into agreements with jurisdictions known 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 one electronic and one paper copy of the SWPCP.

DEQ Northwest Region	DEQ Western Region		DEQ Eastern Region		
700 Lloyd Building at 700 NE Multnomah St., Suite #600, Portland, OR 97232 503-229-5263 or 1-800-452-4011	165 East 7th Avenue, Suite 100 Eugene, OR 97401 541-687-7326 or 1-800-844-8467		800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 541-278-4605 or 1-800-304-3513		
Clackamas	Benton	Lane	Baker	Hood River	Sherman
Clatsop	Coos	Lincoln	Crook	Jefferson	Umatilla
Columbia	Curry	Linn	Deschutes	Klamath	Union
Multnomah	Douglas	Marion	Gilliam	Lake	Wallowa
Tillamook	Jackson	Polk	Grant	Malheur	Wasco
Washington	Josephine	Yamhill	Harney	Marrow	Wheeler

AGENT OFFICES

<p style="text-align: center;">Clean Water Services 2550 SW Hillsboro Highway Hillsboro, OR 97123 503-681-5175</p> <p><i>Includes Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin, and portions of Washington Co.</i></p>	<p style="text-align: center;">City of Portland Bureau of Environmental Services Water Pollution Control Laboratory 6543 N. Burlington Ave. Portland, OR 97203-5452 503-823-7584</p>	<p style="text-align: center;">City of Eugene Industrial Source Control 410 River Ave. Eugene, OR 97404 541-682-8616</p>
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4. Have all 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 another NPDES permit?

If unauthorized or unpermitted non-stormwater discharges were discovered during the investigation, please list the wastewater source(s):

By signing this application, you certify that this investigation has occurred and there are no unauthorized or unpermitted discharges.

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 below:

6. Are there other DEQ water quality permits issued for this site? Yes No If Yes, please describe the permits and provide the permit No(s):

Are you using any stormwater outfalls on site to discharge permitted wastewater? If so, describe:

C. LAND USE COMPATABILITY 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 this 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 340-45. This includes a renewal application fee to renew the permit and 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 or to a DEQ Agent (see instructions for list of DEQ regional office and Agents):

- Signed Application form.
- Land Use Compatibility Statement with signature of the local land use planning official and the LUCS Findings, if applicable.
- Stormwater Pollution Control Plan and Checklist.
- Application fee. Appropriate fees are available at: <http://www.oregon.gov/deq/Rulemaking%20Docs/340-045-0075WQFeeTables.pdf>. Both the application and first annual fee must be included with the application materials. An annual fee will be assessed each year coverage is maintained. 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.

Appendix II

DEQ Industrial Stormwater Permit Stormwater Pollution Control Plan (SWPCP) Check List

Instructions: Complete this form and submit with SWPCP. Fill in the appropriate page number(s) indicating the location of information in the SWPCP. New requirements are italicized. At a minimum, the SWPCP must include the components below and describe how the permit registrants intends to comply with the narrative technology-based effluent limit to eliminate or reduce the potential to contaminate stormwater and prevent any violation of instream water quality standards.

Site Name:		File No.:	
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Permit Schedule		Requirement	Page #	Comments (For official use only)
New Discharger	Permit Cover and Exclusion	A new discharger to an impaired water without a TMDL must meet one of the conditions in this section of the permit to obtain coverage		
Tier II Status	A.3	<i>Facility triggered Tier II under previous permit term</i> <input type="checkbox"/> <i>Yes</i> <i>Facility triggered Tier II under current permit term</i> <input type="checkbox"/> <i>Yes</i> Provide a description of treatment controls or source control or mass load reduction waiver, including low impact development, in response to corrective action requirements and operation and maintenance procedures.		
Signature	A.6.b	Signed and certified in accordance with 40 CFR 122.22		
Title Page	A.7.a	<i>Plan date</i>		
		Name of the site		
		Name of the site operator or owner		
		The name of the person(s) preparing the SWPCP		
		File No. and <i>EPA permit No.</i>		
		<i>Primary SIC code and any co-located SIC codes</i>		
		Contact person(s) name, telephone number and <i>email</i>		
		Physical address, including county		
		Mailing address if different		
Site Description*	A.7.b.ii	A description of industrial activities conducted at the site and significant materials stored, used, treated or disposed of in a manner which exposes those activities or materials to stormwater. Include in the description the methods of storage, usage, treatment or disposal		
	A.7.b.iii	<i>Location and description, with any available characterization data, of areas of known or discovered significant materials from previous operations</i>		
	A.7.b.iv	<i>Regular business hours of operation</i>		
General Location Map	A.7.b.i	General location of the site in relation to surrounding properties, transportation routes, surface waters and other relevant features		
Site Map* (please identify clearly)	A.7.b.i	2. Drainage patterns		
		3. Conveyance and discharge structures, such as piping or ditches		
		4. All discharge points assigned a unique three-digit identifying number starting with 001, 002 used for electronic reporting		
		5. Outline of the drainage area for each discharge point		

Permit Schedule	Requirement	Page #	Comments (For official use only)
Site Map* (please identify clearly)	A.7.b.i	6. Paved areas and buildings within each drainage area	
		7. Areas used for outdoor manufacturing, treatment, storage, or disposal of significant materials	
		8. Existing structural control measures for minimizing pollutants in stormwater runoff	
		9. Structural features that reduce flow or minimize impervious areas	
		10. Material handling and access areas	
		11. Hazardous waste treatment, storage and disposal facilities	
		12. Location of wells including waste injection wells, seepage pits, drywells	
		13. Location of springs, wetlands and other surface waterbodies both on-site and adjacent to the site	
		14. Location of groundwater wells	
		15. Location and description of authorized non-stormwater discharges	
		16. Exact location of monitoring points, indicating if any discharge points are “substantially similar” and not being monitored	
		17. Location and description of spill prevention and cleanup materials	
		18. Locations of the following materials and activities if they are exposed to stormwater and applicable:	
		A. Fueling stations	
		B. Vehicle and equipment maintenance cleaning areas	
		C. Loading/unloading areas	
		D. Locations used for the treatment, storage, or disposal of wastes	
		E. Liquid storage tanks	
F. Processing and storage areas			
G. Immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility;			
H. Transfer areas for substances in bulk			
I. Machinery			
J. Locations and sources of run-on to your site from adjacent property			
Potential Pollutants	A.7.b.v	For each area of the site where a reasonable potential exists for contributing pollutants to stormwater runoff, a description of the potential pollutant sources that could be present in stormwater discharges <i>and if associated with a co-located SIC code</i>	
Impervious Area	A.7.b.viii	An estimate of the amount of impervious surface area (including paved areas and building roofs) and the total area drained by each stormwater discharge point to be reported in area units	
Receiving Waters	A.7.b.ix	The name(s) of the receiving water(s) for stormwater drainage. If drainage is to a municipal storm sewer system, the name(s) of the ultimate receiving waters and the name of the municipality	
Monitoring Locations*	A.7.b.x	The identification of each discharge point and the location(s) where stormwater monitoring will occur as required by Schedule B.2. The monitoring location must also be labeled in the SWPCP as “monitoring location”	

Permit Schedule		Requirement	Page #	Comments (For official use only)
		Existing discharge points excluded from monitoring must include a description of the discharge point(s) and data or analysis supporting that the discharge point(s) are substantially similar as described in Schedule B.2.c.ii of this permit SWPCP as “monitoring location”		
Site Controls*	A.7.b.vi	A description of the control measures installed and implemented to meet the technology and water quality based requirements below and any applicable sector specific requirements (Sch.E)		
		a. Minimize Exposure		
		b. Oil and Grease		
		c. Waste chemicals and material disposal		
		d. Erosion and sediment control		
		e. Debris control		
		f. Dust generation and vehicle tracking		
		g. Housekeeping		
		h. Spill prevention and response		
		i. Preventative maintenance		
		j. Employee education		
		k. Non-stormwater discharges		
Procedures and Schedules	A.7.c.i	Spill Prevention and Response Procedures. Procedures for preventing and responding to spills and cleanup and notification procedures. <i>Indicate who is responsible for on-site management of significant materials and include their contact information.</i> Spills prevention plans required by other regulations may be substituted for this provision if the spill prevention plan addresses stormwater management concerns and the plan is included with the SWPCP		
		<i>Indicate how spill response will be coordinated between the permit registrant and otherwise unpermitted tenants. The permit registrant is ultimately responsible for spills of the tenant and appropriate response</i>		
	A.7.c.ii	Preventative Maintenance Procedures. Procedures for conducting inspections, maintenance and repairs to prevent leaks, spills, and other releases from drums, tanks and containers exposed to stormwater and the scheduled regular pickup and disposal of waste materials. Include the schedule or frequency for maintaining all control measures and waste collection		
	A.7.c.iii	Operations and Maintenance Plan. <i>Include an operation and maintenance plan for active treatment systems, such as electro-coagulation, chemical flocculation, or ion-exchange. The O&M plan must include, as appropriate to the type of treatment system, items such as system schematic, manufacturer’s maintenance/operation specifications, chemical use, treatment volumes and a monitoring or inspection plan and frequency. For passive treatment and low impact development control measures, include routine maintenance standards</i>		
	A.7.c.iv	Employee Education Schedule. Orientation no later than 30 calendar days of hire or change in duties, education annually. <i>Include a description of the training content and the required frequency</i>		

* Some facilities must meet sector specific requirements (Schedule E) and include additional information in SWPCP, including the site map. If applicable, ensure that the SWPCP includes the sector specific information.

For Official Use Only			
New applicant:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
New discharger:	<input type="checkbox"/> Yes <input type="checkbox"/> No	New discharger to impaired waters condition met:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing facilities:	<input type="checkbox"/> Yes <input type="checkbox"/> No	SWPCP update per renewal:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		SWPCP update per Schedule A.8:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Facility triggered Tier II under previous permit term:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Facility triggered Tier II under current permit term:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sector E Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sch. E additional information in SWPCP and site plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date received:		Plan Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reviewed by:

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