The purpose of this document is to help instruct registered individuals on how to submit a Notice of Intent (NOI) application for new Construction Storm Water coverage under the CWA NPDES Rule 5 General Permit.

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1. **Log-in to the IDEM Regulatory ePortal**

Individuals representing or associated with construction projects needing permit coverage under the NPDES Construction Stormwater Run-off General Permit (Rule 5) will need to register and establish a User ID/Password in order to submit NOI applications, NOT applications, or to review documents associated with their projects.

This set of instructions specifically show how to submit any of the Notice of Intent (NOI) forms for new projects, for amending existing projects, and for renewing projects.

Registered users should always begin on the “Home” page after logging into the Regulatory ePortal (nVIRO/nCore) website.

![Welcome to nCore](image)

**Note:** Users who have existing projects may see more options displayed along the left side.

2. **Start a Notice Of Intent Form for a New Project:**
1. Click on the “Start a New Form” option displayed along the left-hand side of the page. See the red arrow in the figure above. This will open a new page which gives the user two options:
   a. Pollution Prevention Plant Technical Review
   b. Notice of Intent application for a New Construction Project

2. Click on the [Begin Submission] button along the right-hand side of the page of the Notice of Intent – New Application (see the red arrow in the figure above)
   This will open a pop-up window asking for the “New Site Name” see below

3. Enter the name of the construction project as the “New Site Name”
4. Click the [Begin Submission] button at the bottom right corner of the pop-up screen.

This begins the application process and opens the Notice of Intent application screen.
Be sure to read the instructions on this screen. **Note:** there is important information displayed down the right-hand side of the screen including IDEM contacts.

5. Click the light blue [Begin Form Entry] button along the bottom of the screen

The application form opens at the Application Preparer page

**Note:** Along the left-hand side is a step-by-step list of the screens involved in the application process. A user can jump forward or back to different screens by clicking on the screen name in this list.

Fields marked with a red asterisk next to the field label are required fields and the form cannot be submitted until these are all filled.

Individuals may occupy one or more of the following “roles”

**2.A. Application Preparer Information Section:**

The “**Application Preparer**” is the information about the person who is filling out this online form (you).
1. “Select Additional Roles that apply to the Application Preparer” (optional) this dropdown list allows you to identify any of other key roles you may occupy associated with this project.

a. **Applicant**: This is the person who has legal responsibility for signing forms and for representing the Property Site Owner (or is the owner)

b. **Stormwater Construction Consultant**: This would be used if there is a consulting firm leading the project.

c. **Stormwater Project Site Contact**: This should be the primary person whom IDEM should contact if we have questions about the project.
d. **Stormwater Const Plan Preparer**: This should be the person who filled out the Pollution Prevention Plan document (often a consultant).

If certain roles are selected at this time then the associated sections for those details will automatically drop off the entry forms, but the data will be in the final records.

**Before** – includes “Applicant”

**After** – that section gets hidden

2. Complete the rest of the required fields
3. Click the **NEXT SECTION Applicant (Project Site Owner) Information**

If additional roles were selected above and those sections hidden then skip down this document to the appropriate section matching the form

**2.B. Applicant (Project Site Owner) Information Section:**

This screen captures details about the Project Site Owner to whom the permit coverage will legally be responsible.

If the Application Preparer was marked as also being the Project Site Owner then this section will be hidden and you are not asked to repeat the same information again. Otherwise this section is visible and the contact information for the Project Site Owner must be completed.

1. Enter all of the required fields (marked by red asterisks)
**Note:** It is very important to complete this section as this is the person who has legal signatory authority for the project. Permit coverage cannot be issued without this information.

It is also important to provide the email address for this individual so that the automated system can send them messages when important changes occur within the system such as permit coverage being granted.
2. Click the **NEXT SECTION Stormwater Project Plan Preparer Contact Information**

2.C. Stormwater Project Plan Preparer Contact Information Section:
This section captures the information about the person who put together the pollution plan for the Project Site Owner.

1. Enter all of the required fields (marked by red asterisks)
2. Click the **NEXT SECTION Additional Contacts**

2.D. Additional Contacts Section:
This section is optional.

1. Please enter any other specific individuals that will be directly involved in the project. Specifically this usually includes the Project Site Contact unless that person fulfills one of the other roles as well.
2. Click the **NEXT SECTION Project Information** at the bottom of the page to continue

2.E. **Project Information Section:**
This form collects all of the details about the construction project itself.
1. Enter the **Project Name** as provided on the NOI. *(required)*
   Generally this will be same as was originally entered for the Site Name.
   **Note:** IDEM is required to standardize the Site Name according to internal policies so that name may change so this will be the name that best matches what the user intends the project to be called.

2. “Is there a physical address for the project?” question
   If the site has an existing postal address then select “Yes”, if not then select “No”

   a. **Project Address.** Only if “Yes” was selected in the previous question then the following fields will appear on the screen.
b. **Description of Project Location:** Enter the Latitude and Longitude coordinates from the NOI

3. **Project Location (Map):** Enter the Latitude and Longitude coordinates in **decimal degree** format into the “LOCATION COORDINATE” fields located below the map displayed on the form.

**Note:** If there are no coordinates available then there are three options for finding them within this online system;

a. **Street mapping:** type the street address with city & zip code into the map search box. The map should move to that site and fill in the Lat/Lon fields (see the example below)
b. Manual Searching: The system can identify coordinates directly from the map if the user moves the map to the exact location and clicks a point there. See below

1. Enter the nearest city or town into the search box

In the example above, the user is selecting Columbus, IN USA. The map automatically jumps to display a red “balloon” marker at the approximate center of the city/town
2. Use the functions of the map; zooming, moving, etc. to find the location that best matches the location of the project

3. Click on the map with the mouse/cursor to place a marker. The system will automatically fill in the Latitude/Longitude fields for that location
c. Enter the **Primary Project County**. This would be the county in which the majority of the project falls within.

![Primary Project County dropdown]

**Primary Project County**
- Jasper

**County(ies) of Project Location**

![County(ies) of Project Location dropdown]

d. If the project extends across multiple counties, then enter all additional counties using the dropdown list titled **“County(ies) of Project Location”**

e. Indicate whether there has been a change in the ownership of the property

![Is this NOI a result of change of ownership?]

- **Yes**
- **No**

**Property Ownership Status**

![Property Ownership Status dropdown]

f. **Property Ownership Status**: Select the most appropriate option for the Property Ownership Status:

**Note**: This is an important field for EPA and the list represents the EPA options.
g. **Project Type**: Select the most appropriate option
h. **Project Scope**: Type in any details about what activities will be performed as part of this project.

![Project Scope Image]

i. Mark the appropriate option for the “Is this project phased?” question

j. Enter the **Proposed Land Disturbance (in Acres)**

![Proposed Land Disturbance Image]

k. Select the “**Discharges Into**” from the dropdown list

![Discharge Type Image]

Options are: [Surface Water], [Storm Water System], or [Ground Water]

To help identify each option, below is a brief description of the item:

- **Surface Water**: Storm water is discharged from the facility as surface flow that then enters a stream, creek, river, pond, or lake.

  **Note**: If surface water is selected, the receiving water will be required
• **Storm System:** This applies if the run-off discharges into a municipal, city, or town storm water conveyance system

  *Note:* *The storm sewer system may be represented by a pipe or conduit, but may also include a swale, channel, regional retention/detention basin, or other feature that is owned and operated by the local entity*

• **Ground Water:** If all storm water run-off from the facility is discharged into ground water through an infiltration measure owned and/or operated by the facility or an on-site feature in the natural landscape where the water does not escape (i.e. sinkhole, wetland) then this option should be selected

I. **Name of Primary Receiving Water:** Select a value from the drop down list of rivers, lakes, and streams that best matches

  *Note:* *the user can start typing and the list should jump to options displaying those letters*

  (a) Select the receiving stream or body of water that will receive run-off from the project site. There may be multiple receiving waters associated with the project site. Select the name of the water body most significantly impacted from the list in that information is provided. If run-off does not directly discharge to a named receiving water, select the first named water that is associated with the discharge or select [Unnamed Tributary] or [Unnamed Open Water Body] from the drop down list if that is the only option available, but be sure to then fill in the Secondary Water

   ![Image of Name of Receiving Water dropdown](image)

   m. For the **Name of Secondary Receiving Water** select, if known, from the drop down, the stream or body of water to which the primary “Receiving
Stream” discharges particularly if “Unnamed Tributary” was selected above

Note: If the receiving stream or water body does not appear in the drop down list provided then include the name of the receiving water body in the Project Scope field.

n. 303(d) Impaired Water and U.S. EPA TMDL (optional)
Use the links to find out more details about these fields.

Follow the link to identify all possible if the project receiving water is listed as a 303(d) Impaired Water and possible Total Maximum Daily Limits (TMDLs) for the receiving water.

List all TMDLs pollutants and limits for the receiving water.

Indiana Water Quality Assessment Report

o. Enter the Estimated Start and Estimated End Dates
p. The **Proof of Publication** is a **required** item. Applicants must link a document file to this application representing the proof of having completed the required Proof of Publication as explained in the rule. This can be a scanned image of a receipt or letter saved into any of the common formats.
• Click the [CHOOSE FILE] button and select the scanned file from your computer

q. **Project Site Map** – If there is a project site map and it was scanned as a separate file then it can be loaded here. Otherwise this is optional.

Click the **NEXT SECTION Construction/Stormwater Pollution Prevention Plan Review Information**

**2.F. Construction/Stormwater Pollution Prevention Plan Review Information**

This section collects the information about the person who reviewed and approved the Pollution Prevention Plan.
MS4 Determination:

It is important to know whether the project falls within the jurisdiction of a MS4 (Municipal Separate Storm Sewer System).

1. Click on the light gray box to open an IDEM web page explaining this and the means by which you can determine if the project does exist within a MS4.

2. Select the appropriate value from the dropdown list
3. If a Project is Owned/Operated by a MS4 then answer the following two questions

4. Select the appropriate value from the “Plan Review Completed By” drop down list

If “SWCD” is selected then more fields will be added to the bottom of the page.

5. Select one or more MS4’s from the dropdown list
6. For Plans that were reviewed by the SWCD complete the following fields otherwise skip to the bottom

7. Link a copy of the Plan Review document using the [CHOOSE FILE] option

8. Enter the Plan Submittal Date and Plan Acceptance Date

9. Enter the information about the person who reviewed the plan
10. Click the NEXT SECTION Certification

2.G. Certification:

1. Answer all of the questions:
2. When completed, click the **NEXT SECTION Review** option at the bottom of the page.

**2.H. Review:**

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by IDEM staff or the public until you actually submit the form in the 'Certify & Submit' step.
**Application Preparer Information**

Please enter all required contact information if you are the application preparer. As the application preparer you may have additional roles, including the applicant (individual that will become the permittee [defined as the Project Site Owner in 327 IAC 15-5]).

**Select Additional Roles that apply to the Application Preparer**

*None Specified*

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Note: The user **cannot** submit the application if there are sections that are incomplete. Incomplete sections will be displayed in a red text (see the red arrows above) and on those pages, the incomplete (required) fields will be marked in red as well.

Print Review

There is a “Print Review” option at the bottom right corner of this page. This gives the user an opportunity to print out what they have entered if they need to.

**Note:** This print review is not a copy of the legal “Copy of Record” because the application has not been signed nor submitted.

Click the **NEXT SECTION Certify & Submit**
2.I. Certify & Submit:

The user has an option to Save and Exit this submission. All of the information that has been entered will be saved and available for the user to finish at a later date.

Only when everything is complete should the application be finally submitted. Upon clicking the Submit Form button the information provided is then sent to IDEM as a NOI application within this system only. **Note:** The user is required to print a final copy on paper, have the Project Site Owner legally sign it and then mail it to IDEM.

Click the **[Submit Form]** button at the bottom left corner to send the application to IDEM.
2.J. Submission Received

A payment pop-up window is opened. NOI applications for Construction Stormwater coverage requires a one-time payment of $100 as the application fee. Project coverage will not be approved until the payment has been received by the agency.

Applicants have two options for making the payment.

- Pay Online – the user can make an electronic payment online at this time which will significantly speed up the processing and approval of the permit coverage.
- Pay by Mail – the user can choose to print an application voucher and send that with a paper check through the mail to the agency. This will delay the approval process as it takes time for the mail to arrive, for the accounting office to process the payment, and then for staff to get notification of the payment and process the NOI.

It is highly recommended that applicants pay using the online tool to the benefit of everyone involved.

**Pay Online:**
Clicking the [Pay Online] button near the bottom center will transfer the user to the Indiana online payment portal.
**Pay by Mail:**

Clicking the [Pay by Mail] button near the bottom center will open the Pay By Mail Instructions page.

1. Click the [Download Payment Voucher] button under instruction #1
2. The user should [Open] the auto-generated PDF voucher file

This will open the voucher file using Adobe Acrobat
3. Mail a copy of the paper voucher form with the paper check to the address on the voucher.
4. Close the voucher form.
5. Click the [Return to Home] button at the bottom center of the page.
This will return the user to their Dashboard in nVIRO

This completes the NOI submission process.

3. Tracking Submission Progress

The user can track the progress of the NOI application by clicking on the “In Process (1)” option along the top center area. See the red arrow below
Clicking on the [Open] button to the left of the submission info will open the submission.

Submission of the Notice of Intent is complete. You may leave the web page.

Refer to the **External Users Guide** for more details about Navigating the nVIRO system to track the progress of the NOI and permit coverage.