Construction Notice of Intent Requirement Checklist

A notice of intent (NOI) form is used as a basis to apply for coverage under a WPDES storm water permit. Data and other supporting documents to support information in the NOI must be provided. Failure to submit supporting information and data used to complete the NOI may result in application holds.

> **Note:** Administrative rule review times do not begin until an NOI is received by the Department and is determined to be complete.

A NOI shall include a written erosion control and, as applicable, a post-construction storm water management plan (which must be developed before a NOI is submitted to the Department). Plans are submitted electronically with the NOI.

In addition, the following attachments are needed to complete the NOI:

☐	**Erosion Control Plan Narrative and Storm Water Management** • Summary of applicable project description, construction schedule, erosion and sediment control approach, and temporary and permanent practices used on the site • If applicable, include summary of compliance with post-construction performance standards, proposed post-construction storm water management devices, and modeling results
☐	**Erosion Control Map (Construction Plans)** • Existing topography, drainage patterns, surface waters, wetland boundaries, roads and other relevant features • Proposed limits of land disturbance and project site boundaries • Proposed topography, drainage patterns, slopes after major grading activities, and proposed features • Proposed drainage systems with invert elevations for storm water pipes • Proposed location of soil stockpiles, all temporary erosion control practices, and all sedimentation practices • Location of all post-construction storm water features including infiltration areas • Proposed permanent vegetation plan • Locations where storm water is discharged to a surface water or wetland within one-quarter mile downstream of the construction site • An alphanumeric or equivalent grid overlying the entire construction site • All applicable erosion control notes (Erosion Control Notes guidance)
☐	**Site Evaluation for Storm Water Infiltration** *(Required when designing infiltration facilities or supporting any site-specific exemption from infiltration)* • Attach a summary of the results of a site evaluation per Step D in Technical Standard 1002 • Include soil data from borings, test pits, etc. and a map showing locations where data was obtained to justify a soil condition infiltration exemption or design infiltration rates • Include depth to the nearest seasonal high groundwater elevation or top of bedrock • Include evaluation of separation distances from community, non-community, and private wells under ss. NR 811.16(4) and NR 812.08, Wis. Adm. Code. • Provide percent of pre-development infiltration volume that will be infiltrated post-construction or percent of post-construction area meeting the definition of effective infiltration area

☐	**Modeling**
	(For sites subject to the post-construction performance standards)
	
	• Provide pertinent information to show how post-construction TSS Reduction, Peak Discharge Reduction, and Infiltration were calculated, including:
	  ○ Name of modeling software and version or other calculation methodology
	  ○ Diagram depicting layout of modeled system
	  ○ All relevant input and output information

☐	**Long-Term Maintenance Agreement** *(For sites with permanent storm water best management practices)* • For any permanent storm water best management practices, identify the responsible party and attach signed, final documentation from the responsible party demonstrating that provisions have been made for long-term maintenance. If a signed agreement is not available at this time, then submit an unsigned maintenance agreement. A signed maintenance agreement will need to be submitted before permit coverage termination or with NOT submittal.
☐	**Best Management Practices (BMP) Permission Letter** • If an off-site storm water management practice will be used to meet the Department's post-construction performance standards, submit a letter or other written verification that the owner or operator of the treatment facility will allow the facility to be used, information showing that the facility is designed to account for runoff from this site, and long-term maintenance agreement for the facility.

☐	**Soil Loss/Sediment Discharge Calculations**
	
	• Documentation to show compliance with the maximum discharge of 5 tons per acre per year during a 12-month period between initial disturbance and final stabilization of sediment as required under s. NR 151.11, Wis. Adm. Code. (Construction Site Soil Loss and Sediment Discharge Calculation Guidance and USLE Model required as of January 1, 2016.)
	  ○ Documentation needs to include the spreadsheet tool (to show the input variables used in the calculations) and a map (to show the locations where the input variables are to be located).
	  ○ In circumstances where prescriptive compliance is applicable, details demonstrating "prescriptive compliance" areas will be used, rather than soil loss and sediment discharge calculations.

☐	**Wetland Assessment Method** • Indicate the sources of the information used to assess for the presence of wetlands and attach the supporting report or documentation. If a wetland is present at a project site, the Department requires a wetland delineation accurately showing the location of a wetland is submitted with an application. Wetland delineations associated with the project area need to be either performed by an assured wetland delineator, or received confirmation by the DNR or Army Corps of Engineers before the application will be considered complete. Department Wetland Assessment Resources: Locating Wetlands Information Wetland Identification Program (Department confirmation program) Wetland Screening and Delineation Procedures (effective June 1, 2016)

☐	**Endangered Species or Threatened Resources** • Before conferring permit coverage, the DNR reviews the submitted information for potential impacts of the project on endangered and threatened resources. Landowners can research possible presence of endangered/threatened resources using this web link and streamline the permit process with early consideration of these resources. Provide a supporting report or documentation that the presence of endangered or threatened resources has been evaluated.
☐	**Site Photos** • Provide clear ground-level photos of the project site in its existing condition (i.e., as the site sits today). Enter the date the photos were taken. Be aware that snow cover or vegetation may obscure important details. The photos should show the area of proposed land disturbance sufficient to identify the existing land use and topography. For linear projects, provide photos of areas where erosion has greater potential to occur and/or in environmentally sensitive areas (e.g., construction in or near waterways/wetlands, steep topography, erosive soils, etc.).

Note: The Department may require an applicant to submit data that the Department has identified as being necessary to address any deficiency in the NOI.