

EXTERNAL USER GUIDE



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
IDEM Construction Storm Water (Rule 5)
Regulatory ePortal - External User Guide
Notice of Intent (NOI) Submittal

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www.idem.IN.gov

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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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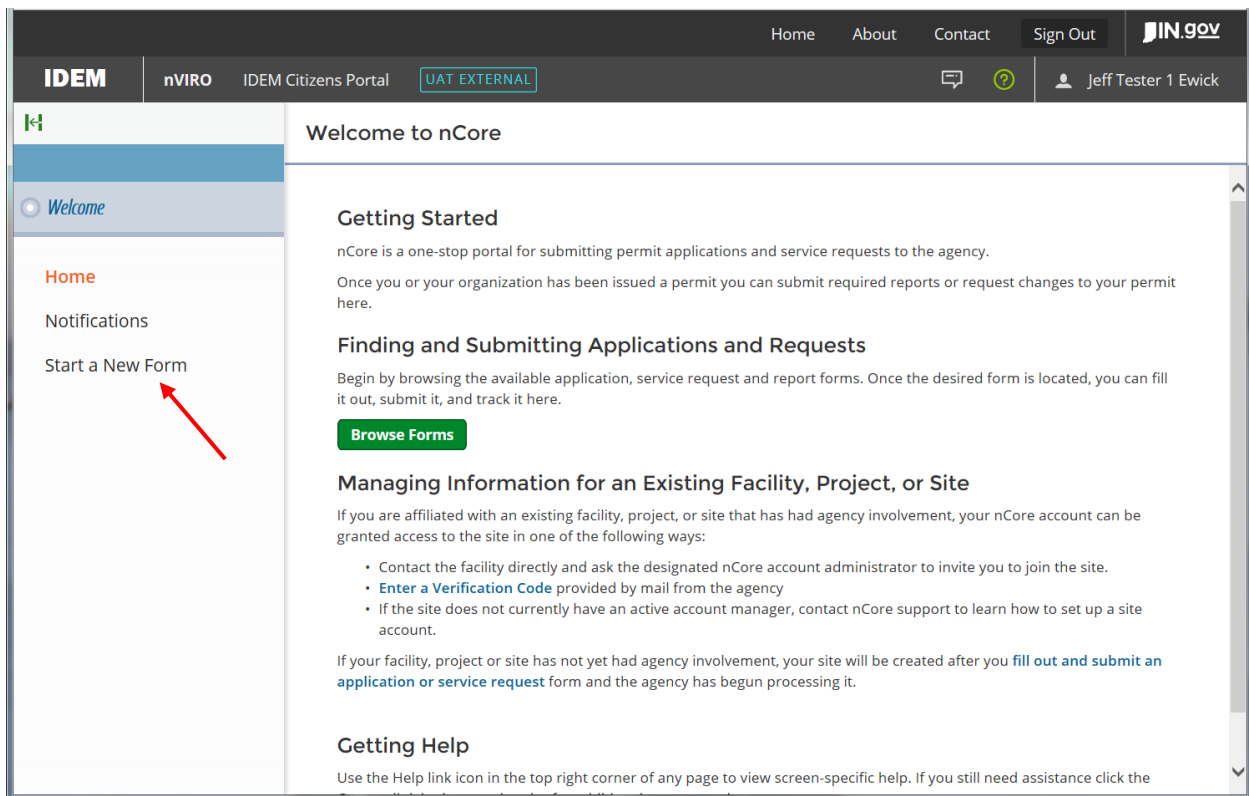
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1. Log-in to the IDEM Regulatory ePortal

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.



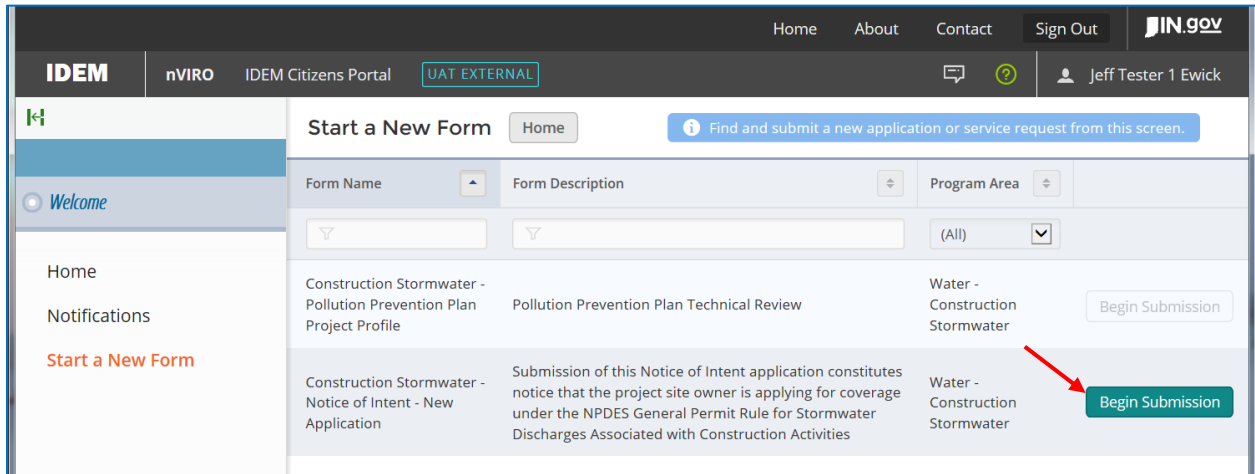
Note: Users who have existing projects may see more options displayed along the left side.

2. Start a Notice Of Intent Form for a New Project:

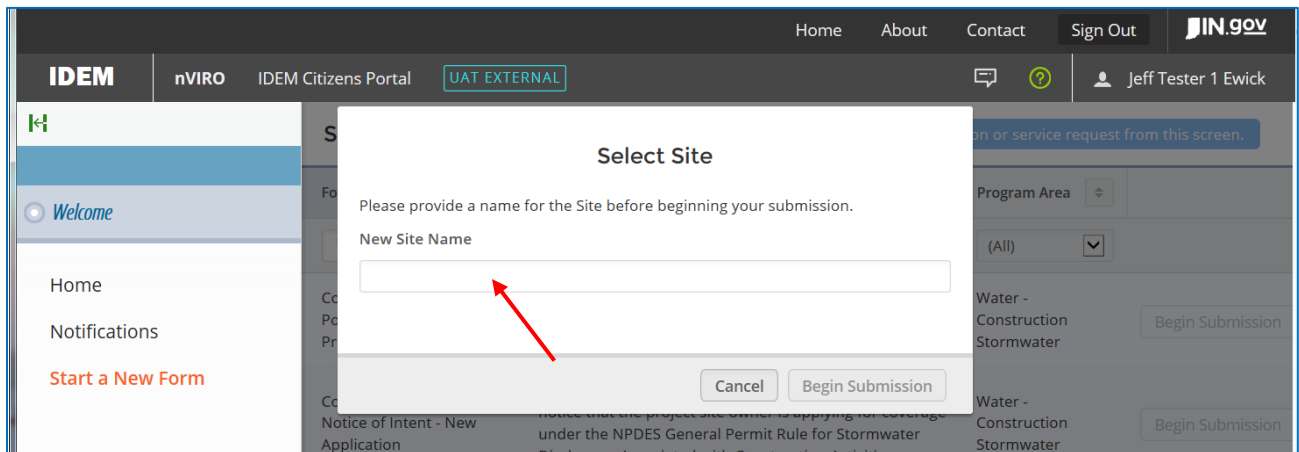
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1. Click on the **“Start a New Form”** option displayed along the left-hand side of the page. See the **red** arrow in the figure above.
This will open a new page which gives the user two options:
 - a. Pollution Prevention Plant Technical Review
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

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The screenshot shows the IDEM nVIRO portal interface. A 'Select Site' pop-up dialog is centered on the screen. The dialog contains the following text: 'Please provide a name for the Site before beginning your submission.' Below this is a text input field labeled 'New Site Name' with the text 'Green Meadows Subdivision' entered. At the bottom of the dialog are two buttons: 'Cancel' and 'Begin Submission'. A red arrow points to the 'Begin Submission' button. The background shows the portal's navigation menu and a 'Begin Submission' button on the right side.

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

The screenshot shows the 'Construction Stormwater - Notice of Intent - New Application' screen. The page title is 'Construction Stormwater - Notice of Intent - New Application' with a version number of 'VERSION 1.0'. The page is divided into several sections:

- INSTRUCTIONS:** Submission of this Notice of Intent application constitutes notice that the project site owner (applicant/permittee) is applying for coverage under the National Pollutant Discharge Elimination System (NPDES) General Permit Rule for Stormwater Discharges Associated with Construction Activity. Permitted project site owners are required to comply with all terms and conditions of the General Permit Rule 327 IAC 15-5.
- Application Preparer:** any individual completing this application on behalf of the project site owner.
- Applicant:** the project site owner/permittee who is required to sign the Construction Stormwater Signature Certification form.
- Note:** Any information you provide by completing this form will not be accessible by IDEM staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to IDEM and it will become part of the public record.

On the right side, there is a 'CONTACT INFORMATION' section with two sub-sections:

- Home Address:** Indiana Department of Environmental Management Stormwater Program, IGCN, Room 1255, 100 North Senate Avenue, Indianapolis, IN 46204-2251
- Billing Address:** Indiana Department of Environmental Management Accounts Receivable Room 1340, 100 North Senate Avenue, Indianapolis, IN 46204-2251

At the bottom of the page, there is a 'CONTACTS' section with the following information:

- Phone (local) : 317-233-1864
- Phone : 800-451-6027 ext.

A large cyan button with a document icon and the text 'Begin Form Entry' is located at the bottom center of the page.

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).

Application Preparer Information CLEAR SECTION

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

Stormwater Const Application Preparer

* Prefix * First Name * Last Name

Title

Organization Name

* Phone Type * Phone Number

ADD PHONE

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.

Select Additional Roles that apply to the Application Preparer

- Applicant
- Stormwater Construction Consultant
- Stormwater Project Site Contact
- Stormwater Const Plan Preparer

- Applicant:** This is the person who has legal responsibility for signing forms and for representing the Property Site Owner (or is the owner)
- Stormwater Construction Consultant:** This would be used if there is a consulting firm leading the project.
- 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”

Application Preparer Information

Applicant (Project Site Owner) Information

Stormwater Project Plan Preparer Contact Information

Additional Contacts 1

Project Information

Construction/Stormwater Pollution Prevention P

Application Preparer Information

Please enter all required contact information. You may have additional roles, including Project Site Owner in 327 IAC 15-5).

Select Additional Roles that apply to this contact

Stormwater Const Application Preparer

* Prefix * First Name

Title

Organization Name

* Phone Type

ADD PHONE

After – that section gets hidden

Application Preparer Information

Additional Contacts 1

Project Information

Construction/Stormwater Pollution Prevention Plan Review Information

Certification

Review

Certify & Submit

Application Preparer Information

Please enter all required contact information. You may have additional roles, including Project Site Owner in 327 IAC 15-5).

Select Additional Roles that apply to this contact

Applicant

Stormwater Construction Consultant

Stormwater Project Site Contact

Stormwater Const Plan Preparer

The applicant is the individual that owns the property in 327 IAC 15-5).

Stormwater Const Application Preparer

2. Complete the rest of the required fields

* Email

* Address Line 1

Address Line 2

* City

State/Area
IN

* Postal Code

VALIDATE ADDRESS

NEXT SECTION
Applicant (Project Site Owner) Information

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)

The screenshot shows a web form titled "Applicant (Project Site Owner) Information". At the top left, there is a "PREVIOUS SECTION" link with an upward arrow icon, labeled "Application Preparer Information". A "CLEAR SECTION" button is located at the top right. The main heading "Applicant (Project Site Owner) Information" is underlined. Below the heading, there is a paragraph: "Please enter all required contact information for the applicant. The applicant is the individual that will become the permittee (defined as the Project Site Owner in 327 IAC 15-5). Additional contact information may be provided in another section of this form." Below this is a dropdown menu labeled "Select Additional Roles that apply to the Applicant". At the bottom, there is a section titled "Applicant" with three input fields: "* Prefix" (a dropdown menu), "* First Name", and "* Last Name".

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.

The screenshot displays a web form for entering contact information. At the top, there are two fields: a dropdown menu for "Phone Type" and a text input for "Phone Number", both marked with a red asterisk. Below these is a blue button labeled "ADD PHONE". The next field is a text input for "Email", also marked with a red asterisk. This is followed by two text inputs for "Address Line 1" and "Address Line 2". Below these are two more text inputs: "City" (marked with a red asterisk) and "State/Area" (with "IN" selected). Below these is a text input for "Postal Code" (marked with a red asterisk). At the bottom of the form is a blue button labeled "VALIDATE ADDRESS". At the very bottom of the form, there is a light blue bar containing a circular icon with a downward arrow and the text "NEXT SECTION Stormwater Project Plan Preparer Contact Information".

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.

PREVIOUS SECTION
Stormwater Project Plan Preparer Contact Information

Additional Contacts

Provide additional information for the available contact roles. If the information was previously provided for a contact role, you do not have to re-enter the contact.

1 Additional Contacts DUPLICATE

Contact Role

Contact

Prefix First Name Last Name

2. Click the **NEXT SECTION Project Information** at the bottom of the page to continue

DUPLICATE ADDITIONAL CONTACTS

ADD NEW ADDITIONAL CONTACTS

NEXT SECTION
Project Information

2.E. Project Information Section:

This form collects all of the details about the construction project itself.

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Processing Info

Applicant Information

Owner Contact Information

Stormwater Project Plan Preparer Contact Information

Additional Contacts 1

Project Information

Construction Plan Review Information

Certification

Project Information CLEAR SECTION

Enter all project information.

Site Name
Parr Des 1601067 R 40878

Project Name *

Project Address

Address Line 1

Address Line 2

Location Description

City State/Area

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.

Project Name *

Enter the project name.

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”

Project Plan Preparer Contact Information

Additional Contacts 1

Is there a physical address for the project? *

Select Yes or No.

- a. **Project Address.** Only if “Yes” was selected in the previous question then the following fields will appear on the screen.

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Project Address

<input type="text" value="Address Line 1"/>	
<input type="text" value="Address Line 2"/>	
<input type="text" value="Location Description"/>	
<input type="text" value="City"/>	<input type="text" value="State/Area"/>
<input type="text" value="Postal Code"/>	

- b. **Description of Project Location:** Enter the Latitude and Longitude coordinates from the NOI

Description of Project Location

<input type="text" value="*"/>
<input type="text" value="City"/>
<input type="text" value="*"/>
<input type="text" value="State"/>
<input type="text" value="IN"/>
<input type="text" value="Postal Code"/>
<input type="text" value="*"/>

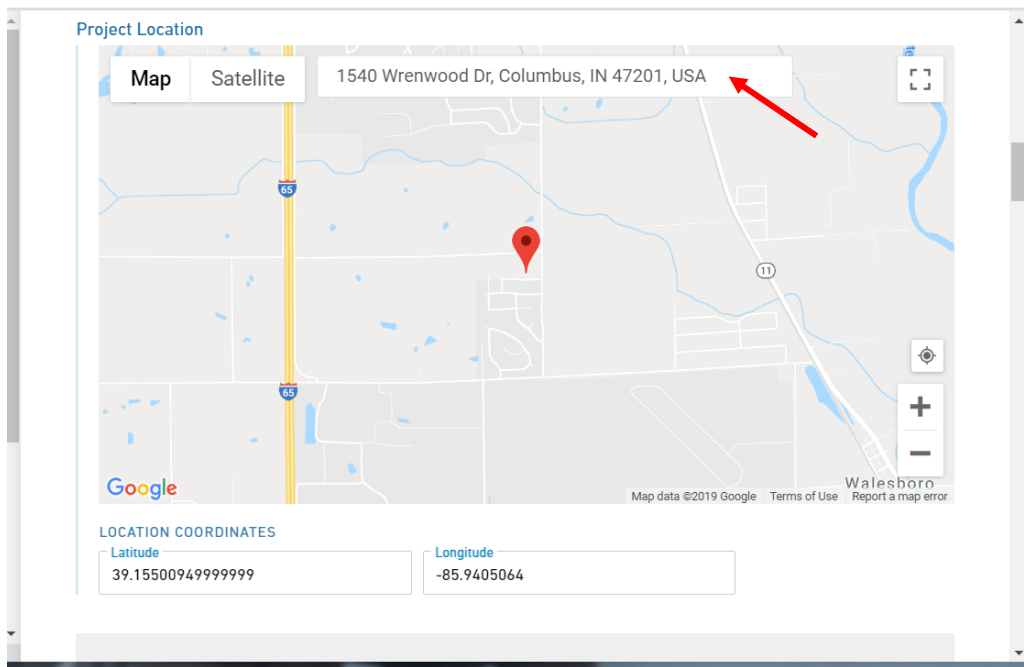
3. **Project Location (Map):** Enter the Latitude and Longitude coordinates in decimal degree format into the "LOCATION COORDINATE" fields located below the map displayed on the form.

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

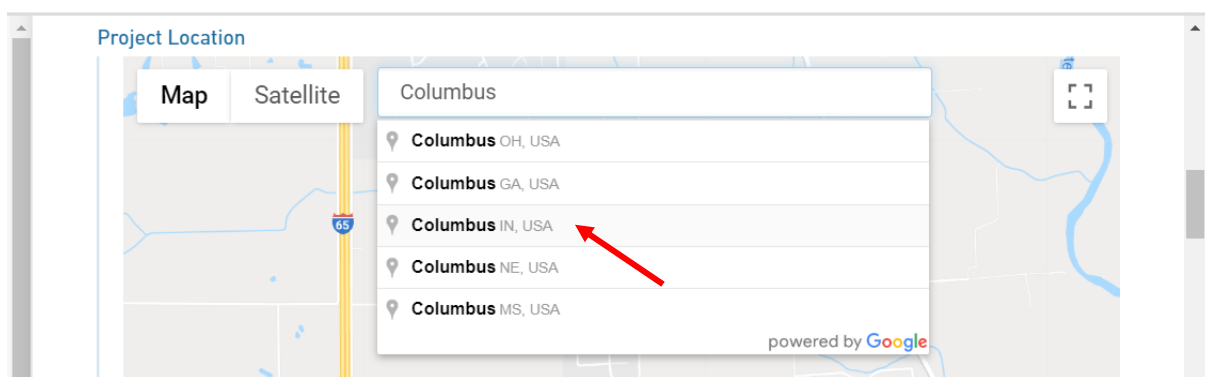
- a. **Street mapping:** type the street address with city & zip code into the map search box. The map should move to that site and fill in the Lat/Lon fields (see the example below)

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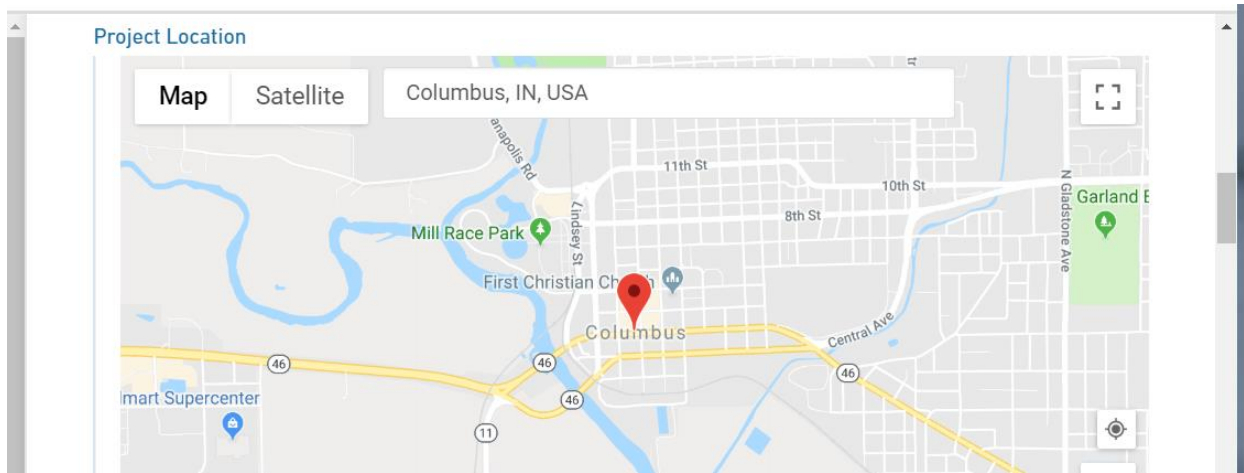
- b. Manual Searching: The system can identify coordinates directly from the map if the user moves the map to the exact location and clicks a point there. See below
1. Enter the nearest city or town into the search box



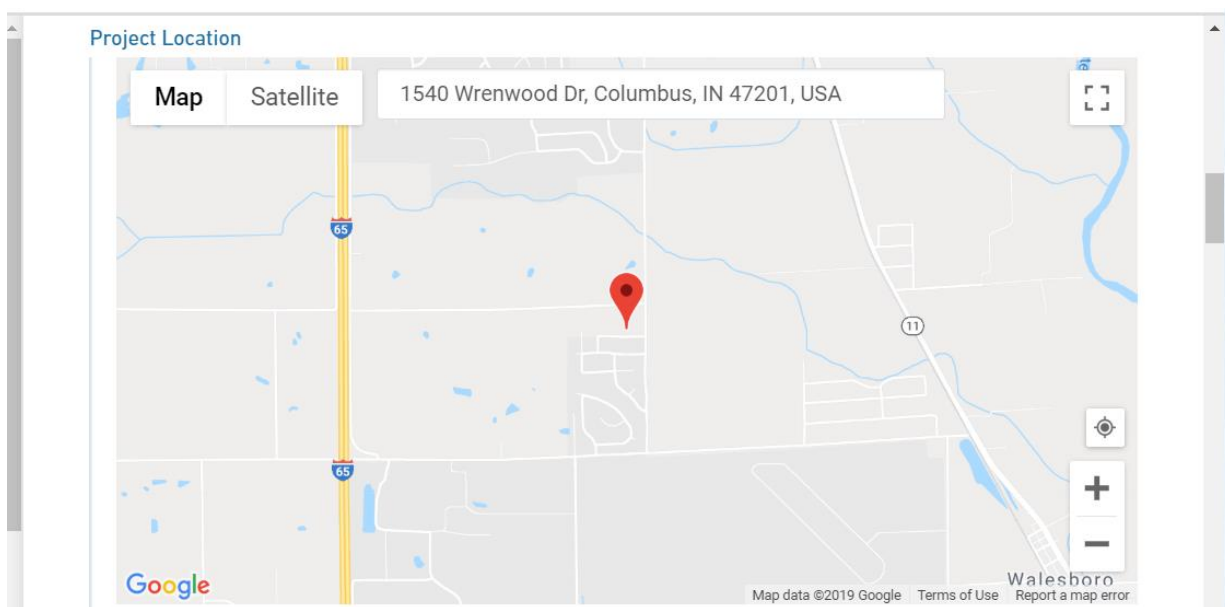
In the example above, the user is selecting Columbus, IN USA. The map automatically jumps to display a red “balloon” marker at the approximate center of the city/town

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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

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Google
Map data ©2019 Google Terms of Use Report a map error
Walesboro

LOCATION COORDINATES

Latitude
39.15500949999999

Longitude
-85.9405064

- c. Enter the **Primary Project County**. This would be the county in which the majority of the project falls within.

Primary Project County
Jasper

County(ies) of Project Location

- 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

*

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

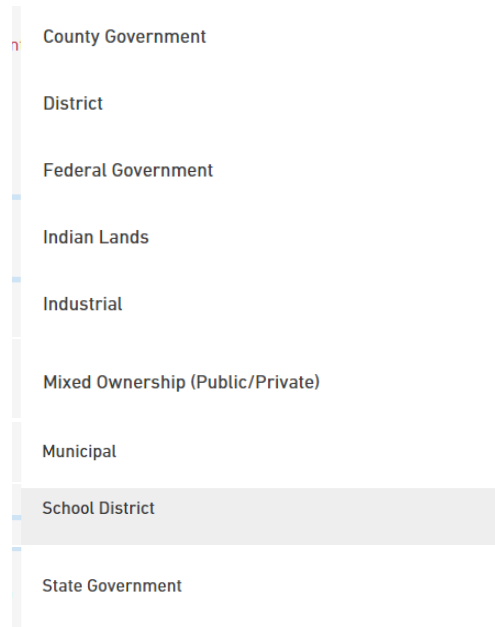
Note: This is an important field for EPA and the list represents the EPA options

Property Ownership Status

Search

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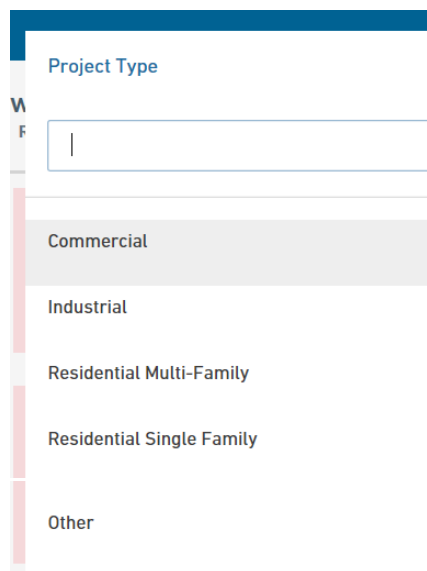


A vertical dropdown menu with the following options: County Government, District, Federal Government, Indian Lands, Industrial, Mixed Ownership (Public/Private), Municipal, School District (highlighted), and State Government.

g. **Project Type:** Select the most appropriate option



Project Type
*



Project Type

W
F

Commercial

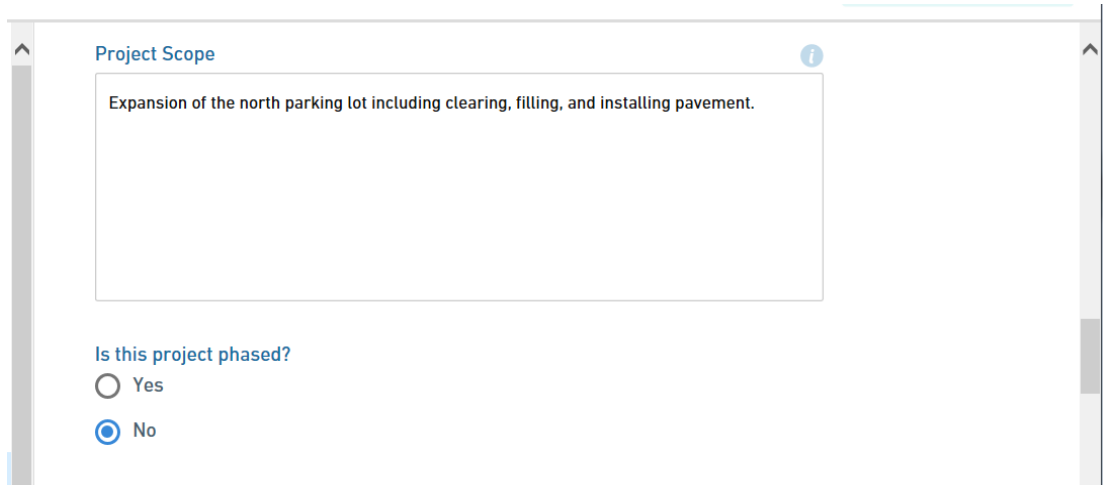
Industrial

Residential Multi-Family

Residential Single Family

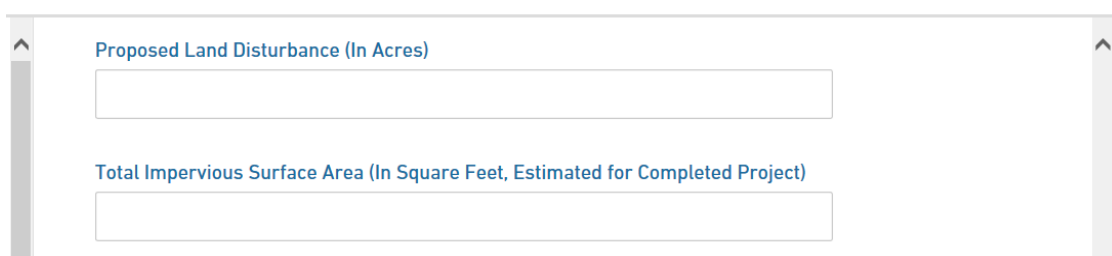
Other

- h. **Project Scope:** Type in any details about what activities will be performed as part of this project.



The screenshot shows a form field titled "Project Scope" with a text area containing the text "Expansion of the north parking lot including clearing, filling, and installing pavement." Below the text area is a question "Is this project phased?" with two radio button options: "Yes" and "No". The "No" option is selected.

- i. Mark the appropriate option for the “**Is this project phased?**” question
j. Enter the **Proposed Land Disturbance (in Acres)**



The screenshot shows two form fields. The first is labeled "Proposed Land Disturbance (In Acres)" and is an empty text input field. The second is labeled "Total Impervious Surface Area (In Square Feet, Estimated for Completed Project)" and is also an empty text input field.

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



The screenshot shows a dropdown menu titled "Discharge Type" with the option "Storm System" selected.

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

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

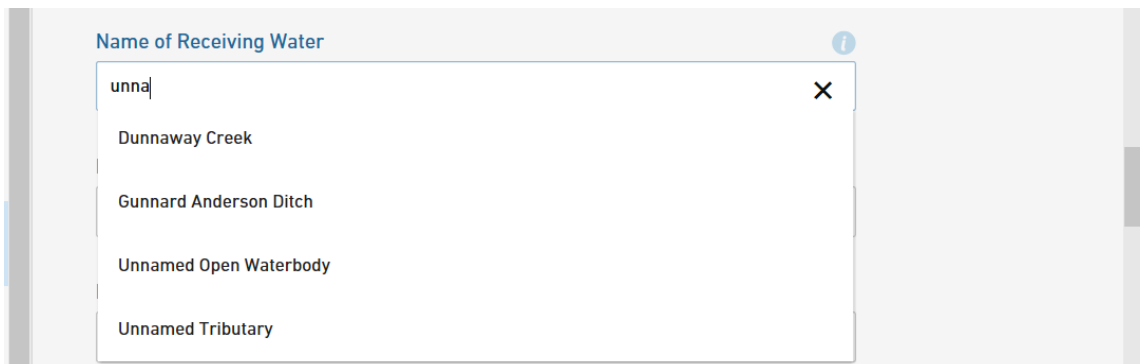
- **Surface Water:** Storm water is discharged from the facility as surface flow that then enters a stream, creek, river, pond, or lake.

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



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

The screenshot shows a web form with two input fields. The first field is labeled "Name of Receiving Water" and contains the text "Unnamed Tributary" with a small 'x' icon to its right. The second field is labeled "Name of Secondary Receiving Water" and is currently empty.

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

The screenshot displays a section titled "303(d) Impaired Water and U.S. EPA TMDL Instructions". The instructions text reads: "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." Below this text is a link: "Indiana Water Quality Assessment Report". At the bottom of the section, there are two input fields: "303d Impaired Water(s)" and "U.S. EPA TMDL", both of which are currently empty.

- o. Enter the **Estimated Start** and **Estimated End Dates**

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Estimated Start Date for Land-Disturbing Activities

*

Estimated End Date for all Land-Disturbing Activity

*

- 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.

Attach proof of publication in a newspaper of general circulation in the affected area that notified the public that a construction activity is to commence, including all required elements.

Required Elements

* Proof of Publication

Drop files here to upload



OR

- 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.

Reduce Plat / Project Site Map

Drop files here to upload

OR

CHOOSE FILE

Comment

NEXT SECTION
Construction/Stormwater Pollution Prevention Plan Review Information

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.

Construction/Stormwater Pollution Prevention Plan Review Information CLEAR SECTION

Plans are required to be submitted to the appropriate entity for review. These entities include IDEM and the local Municipal Separate Storm Sewer System (MS4) entity. If a project is located within a MS4, the plans should have been reviewed by the MS4 and documentation obtained that the plans meet the minimum requirements of the MS4 ordinance. IDEM will primarily review plans outside MS4 areas and those plans that are associated with MS4 Owned and/or Operated projects.

Note: Soil and Water Conservation Districts (SWCDs) assist IDEM with plan review and other SWCDs have agreements with MS4s to conduct the plan review on their behalf.

Complete all required fields.

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.

Complete all required fields.

[Click here to determine if the project is within a MS4](#)

Is the project located within jurisdiction of a Municipal Separate Storm Sewer System (MS4)?

! Select the appropriate answer from the drop down menu based on the plan review that was performed.

2. Select the appropriate value from the dropdown list

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Is the project located within jurisdiction of a Municipal Separate Storm Sewer System (MS4)?

No

Yes, the Project is Owned/Operated by the MS4

Yes, the Project is Regulated by the MS4

3. If a Project is Owned/Operated by a MS4 then answer the following two questions

Plan Review Completed by

* [Dropdown menu]

Select the entity who completed the construction plan review.

IDENTIFY THE MS4 OR MS4S THAT OWN/OPERATE THE PROJECT OR REGULATE THE PROJECT

* [Text input field]

ADD ROW

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

Yes, the Project is Owned/Operated by the MS4

Plan Review Completed by

IDEM

SWCD

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

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The screenshot shows a web interface with a sidebar on the left containing navigation items: 'Information', 'Construction/Stormwater Pollution Prevention Plan Review Information', 'Certification', 'Review', and 'Certify & Submit'. The main content area is titled 'IDENTIFY THE MS4 OR MS4S THAT OWN/OPERATE THE PROJECT OR REGULATE THE PROJECT'. A dropdown menu is open, listing several MS4s: Alexandria City MS4, Allen County MS4, Anderson City MS4, Anderson University MS4, and Angola City MS4. A red asterisk is visible next to the dropdown menu.

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

The screenshot shows the 'Plan Review Verification/Acceptance' section of the form. It includes a text box with instructions: 'Upload an attachment that provides verification the plan meets the minimum requirements of 327 IAC 15-5 and/or the MS4 ordinance. This review may have been completed by a MS4, or Soil and Water Conservation District. If the plan was not reviewed, upload documentation that the plan was not reviewed. Multiple documents may be attached when the project crosses multiple MS4 jurisdictions.' Below this is a dashed box for file upload with the text 'Drop files here to upload' and a 'CHOOSE FILE' button. A 'Comment' text box is also present. A red error bar at the bottom states: 'At least one file is required.'

8. Enter the Plan Submittal Date and Plan Acceptance Date

The screenshot shows two date input fields. The first is 'Plan Submittal Date' with a calendar icon, a dropdown menu showing 'mm/dd/yyyy', a 'Today' button, and a red error bar: 'Please enter a valid Date'. The second is 'Plan Acceptance/Waiver Date' with similar controls and a red error bar: 'Please enter a valid Date'.

9. Enter the information about the person who reviewed the plan

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The screenshot shows a web form titled "Stormwater Const Plan Review". On the left is a navigation sidebar with three items: "Certification" (marked with a red 'x'), "Review" (marked with a red 'x'), and "Certify & Submit" (marked with a grey circle). The main form area contains several input fields: "First Name" and "Last Name" (both with red asterisks and error messages: "First Name can't be blank" and "Last Name can't be blank"), a "Title" field, "Phone Number" (with a red asterisk and error message: "Phone can't be blank") and "Ext." fields.

10. Click the NEXT SECTION Certification

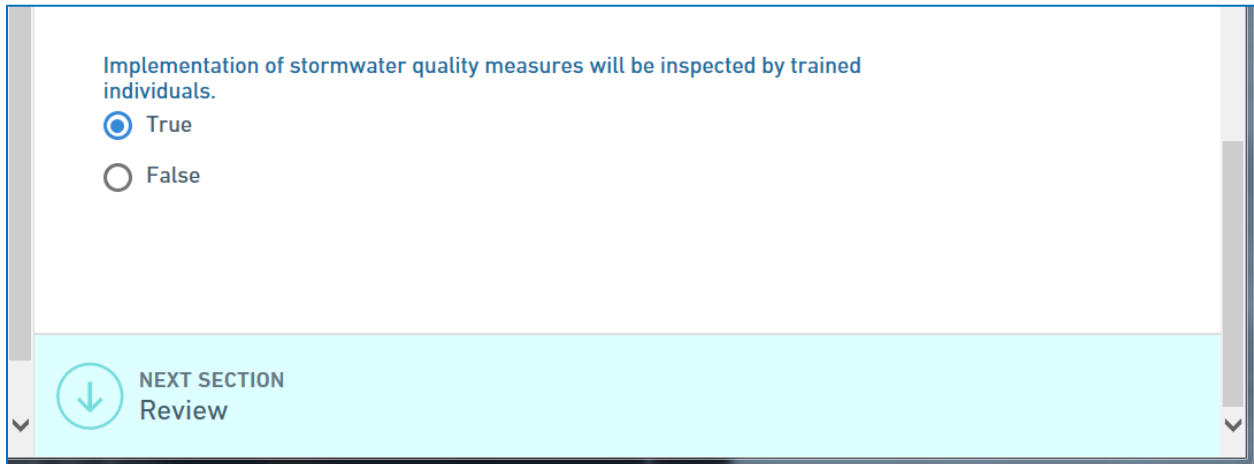
The screenshot shows a horizontal navigation bar. On the left, the "Certify & Submit" option is visible with a grey circle. To its right, a light blue button with a downward arrow icon and the text "NEXT SECTION Certification" is highlighted.

2.G. Certification:

1. Answer all of the questions:

The screenshot shows the "Certification" section of the form. At the top right is a "CLEAR SECTION" button. Below the title is a paragraph: "Confirm the following information related to the submission of this NOI application." There are two questions, each with a red asterisk and a red error message box below it:


- Question 1: "The stormwater quality measures included in the Construction Plan comply with the requirements of 327 IAC 15-5-6.5, 327 IAC 15-5-7, and 327 IAC 15-5-7.5." Options: True, False. Error message: "Select true or false."
- Question 2: "The stormwater pollution prevention plan complies with all applicable federal, state, and local stormwater requirements." Options: True, False. Error message: "Select true or false."



Implementation of stormwater quality measures will be inspected by trained individuals.

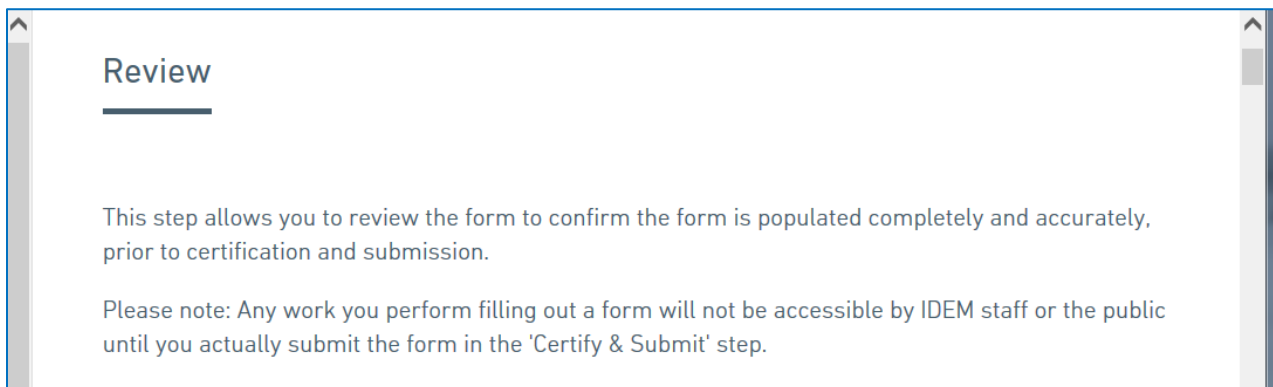
True

False

 NEXT SECTION
Review

2. when completed, click the **NEXT SECTION Review** option at the bottom of the page

2.H. Review:



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

Stormwater Const Application Preparer

PREFIX	FIRST NAME	LAST NAME
Mr.	Jeff	Ewick
TITLE		
<i>None Specified</i>		
ORGANIZATION NAME		
<i>None Specified</i>		
PHONE TYPE	PHONE NUMBER	EXT.
Business	3172330676	<i>None Specified</i>
EMAIL		

IDEM Construction Storm Water (Rule 5)

Regulatory ePortal - External User Guide • Notice of Intent (NOI) Submittal

The screenshot displays the IDEM nVIRO online services portal. The page title is "Construction Stormwater - Notice of Intent - New Application". The sidebar on the left contains navigation options: "EXIT FORM to Home", "Application Preparer Information", "Applicant (Project Site Owner) Information", "Stormwater Project Plan Preparer Contact Information", "Additional Contacts", "Project Information", "Construction/Stormwater Pollution Prevention Plan Review Information", "Certification", and "Review". The main content area shows a red error message: "The applicable Soil and Water Conservation District or other entity designated by the Department, has been sent a copy of the Construction Plan for review. None Specified. Select true or false." Below this, there are two sections with "True" as the selected option: "Stormwater quality measures beyond those specified in the stormwater pollution prevention plan will be implemented during the life of the permit if necessary to comply with 327 IAC 15-5-7." and "Implementation of stormwater quality measures will be inspected by trained individuals." At the bottom, there is a "NEXT SECTION Certify & Submit" button and a "Print Review" button.

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**

2.1. Certify & Submit:

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to IDEM for review and processing.



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. At the time of submission, it will be transmitted to IDEM and it will become part of the public record.


I swear or affirm, under penalty of perjury as specified by IC 35-44.1-2-1 and other penalties specified by IC 13-30-10, that the statements and representations in this notification are true, accurate, and complete.

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.

I certify under penalty of law that this submission and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information or violating the provisions of 327 IAC 15-5, including the possibility of fine and imprisonment for knowing violations.

 FINALIZE SUBMISSION
Submit Form 

 FINISH LATER
Save and Exit

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 onetime payment of \$100 as the application fee. Project coverage will not be approved until the payment has been received by the agency.

Submission Received

Construction Stormwater - Notice of Intent - New Application AWAITING PAYMENT

2/12/2019 10:59 am Submission HNM-GYT1-8KZAV Revision 1 Form Version 1.0

A confirmation has been emailed to you at jeff.ewick@sbcglobal.net.

Payment Required to Complete Submission

Payment must be received before your submission can be processed.

Submission Fees	
Application Fee	\$100.00
<hr/>	
Total Due	\$100.00

[Pay Online](#) [Pay by Mail](#)

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.

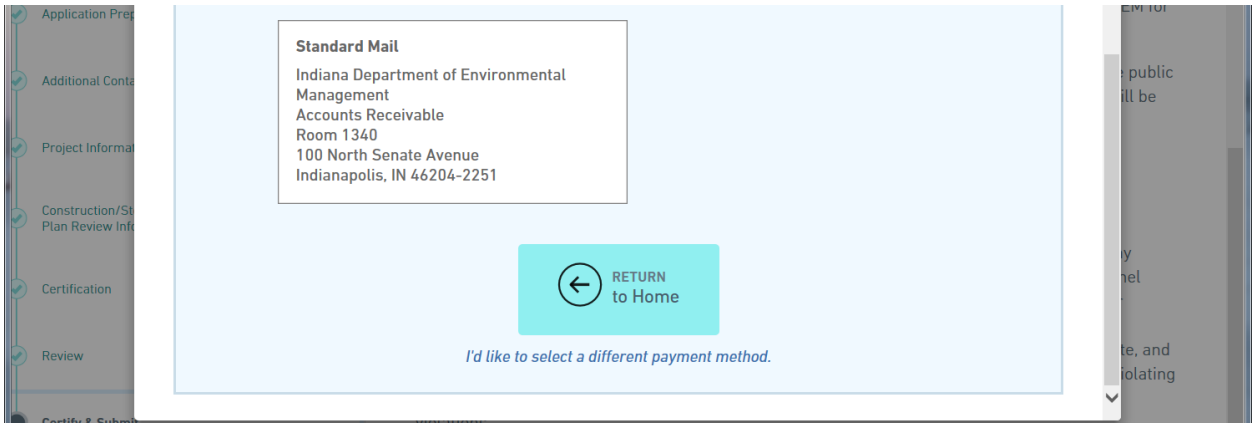
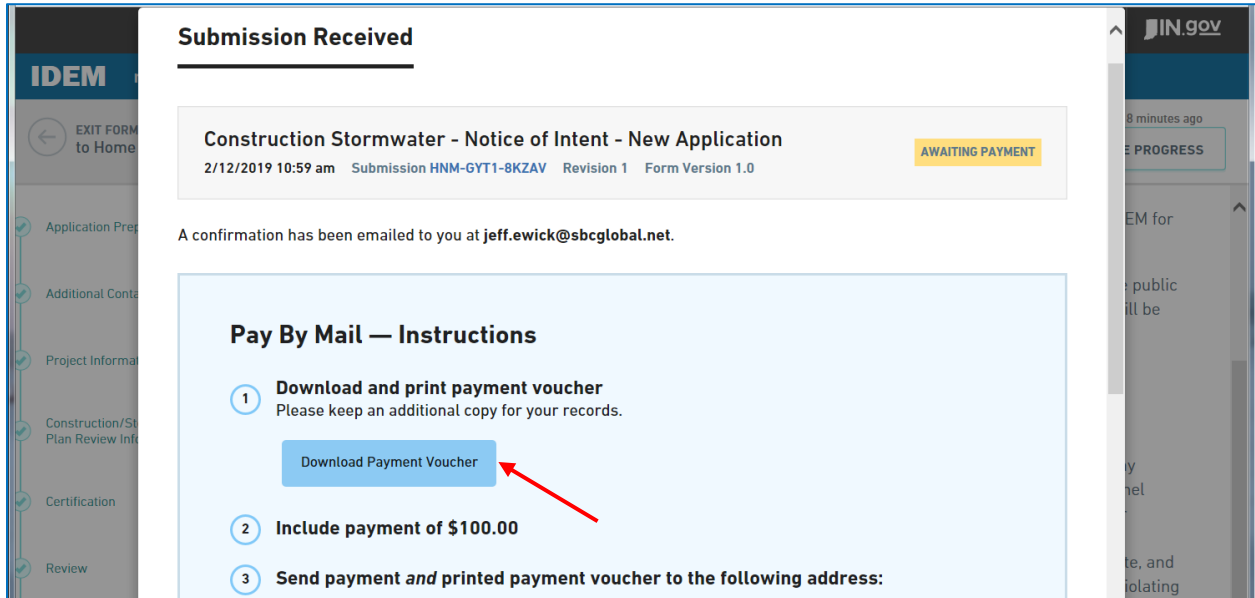
It is highly recommended that applicants pay using the online tool to the benefit of everyone involved.

Pay Online:

Clicking the [\[Pay Online\]](#) button near the bottom center will transfer the user to the Indiana online payment portal.

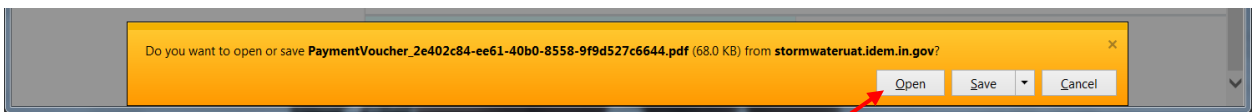
Pay by Mail:

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



Follow the instructions on the screen.

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

IDEM

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
ACCOUNTS RECEIVABLE
ROOM 1340
100 NORTH SENATE AVENUE
INDIANAPOLIS, IN 46204-2251

Payment Voucher

Submission/Voucher Date: 2/12/2019 10:59 AM
Submission: HNM-GYT1-8KZAV
Submitted By: Jeff
Organization: Windsor Solutions, Inc
Form: Construction Stormwater - Notice of Intent - New Application
Amount Due: \$100.00

Description	Amount
Application Fee	\$100.00
Total	\$100.00

Return the Payment Voucher below with your payment. Payment must be received before your submission can be processed.

Payment Voucher

Submission #: HNM-GYT1-8KZAV
Submitted By: Jeff
Submission Date: 2/12/2019 10:59 AM
Organization: Windsor Solutions, Inc
Form: Construction Stormwater - Notice of Intent - New Application

Total Due: **\$100.00**

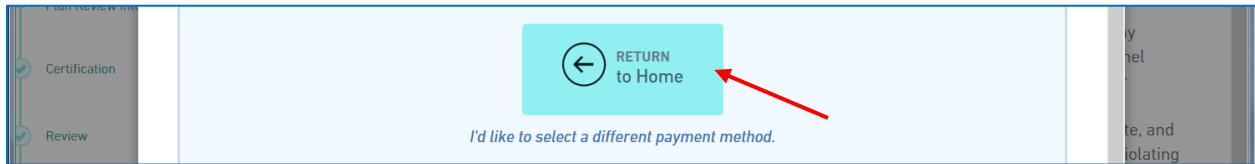
To ensure proper credit, please return this portion of the document with your payment to the address below.
Payment due upon receipt. Make checks payable to **Windsor Solutions, Inc.**

INDIANA DEPARTMENT OF ENVIRONMENTAL
MANAGEMENT
ACCOUNTS RECEIVABLE
ROOM 1340
100 NORTH SENATE AVENUE
INDIANAPOLIS, IN 46204-2251

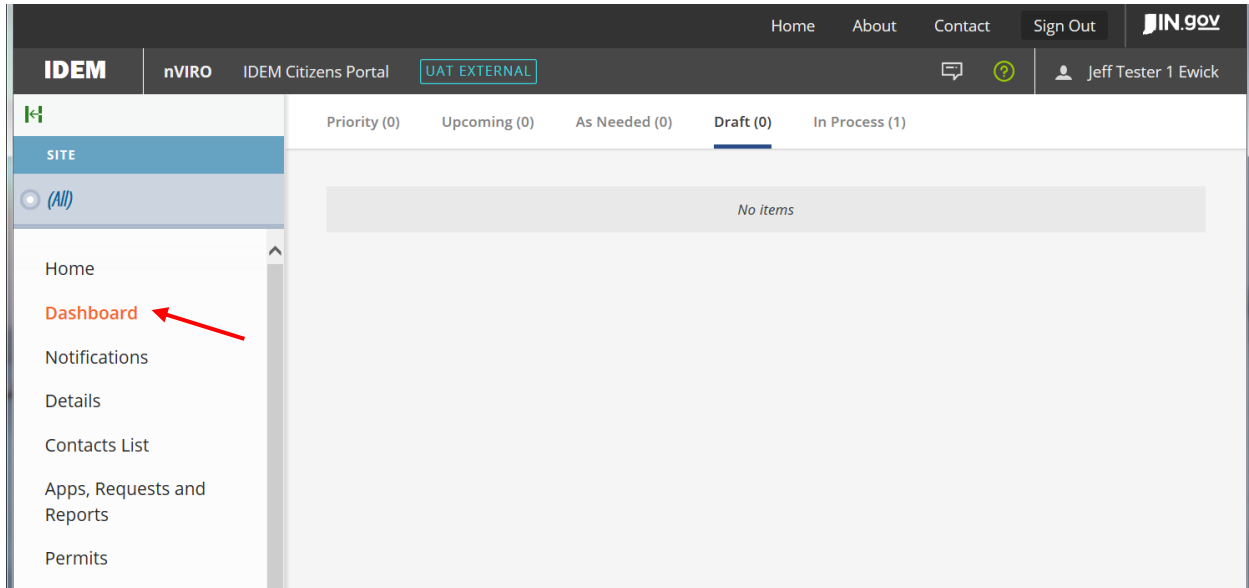
3. Mail a copy of the paper voucher form with the paper check to the address on the voucher.
4. Close the voucher form.
5. Click the [\[Return to Home\]](#) button at the bottom center of the page.

IDEM Construction Storm Water (Rule 5)

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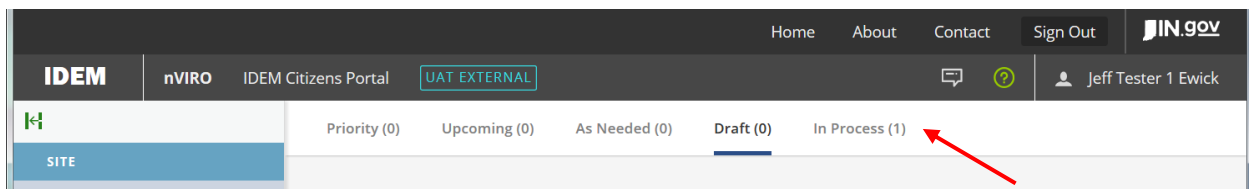
This will return the user to their Dashboard in nVIRO



This completes the NOI submission process.

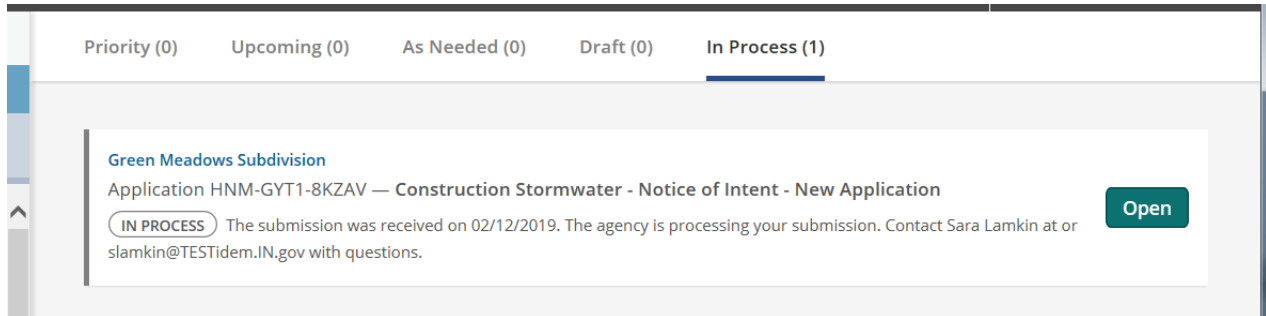
3. Tracking Submission Progress

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

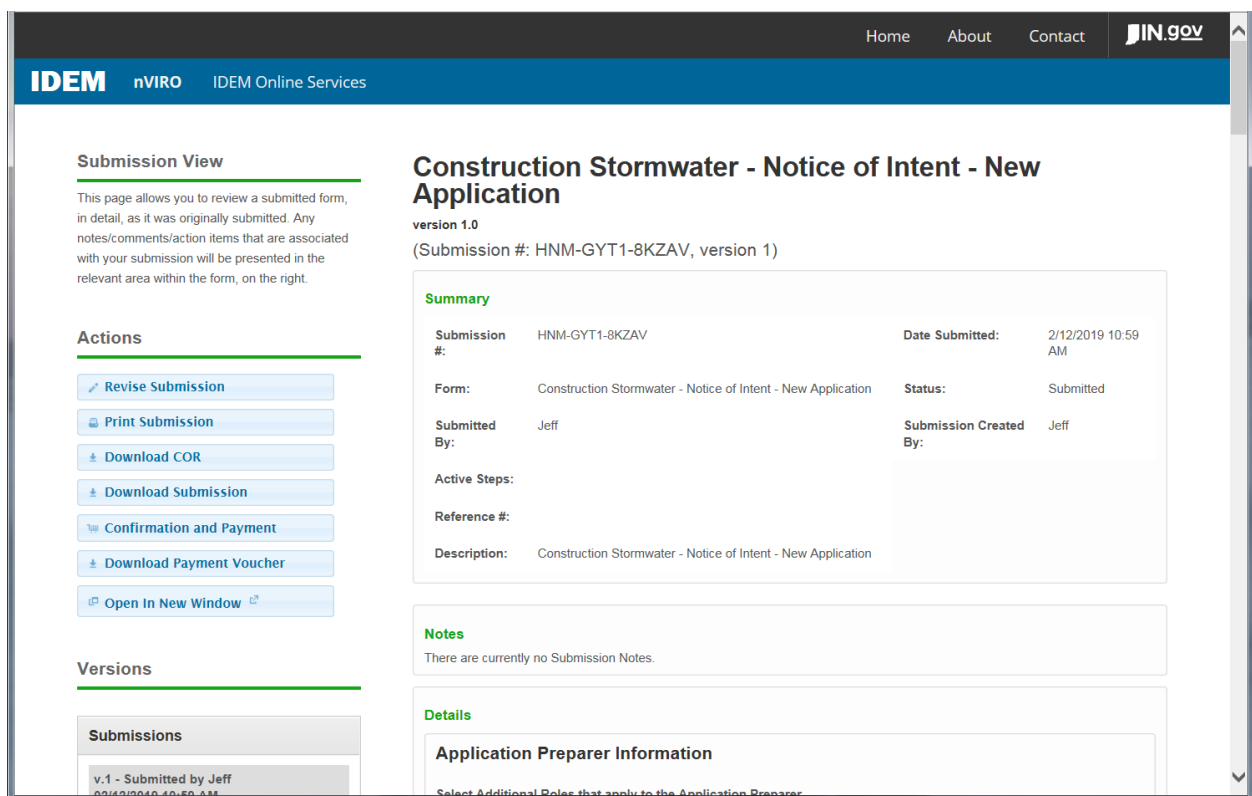


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Clicking on the **[Open]** button to the left of the submission info will open the submission



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.