

March 10, 2003

Property Owner/Developer  
Construction Superintendents

**RE: Requirement to Submit an NOI and Prepare a SWPPP.**

With the adoption of Water Quality Order 99-08-DWQ on December 8, 1999, the State Water Resources Control Board (SWRCB) has the authority to expand the existing National Pollutant Discharge Elimination System (NPDES) program to address storm water discharges from construction activities. The expanded regulations apply to construction sites that disturb land equal to or greater than one (1) acre. The new regulation requires that these sites be permitted no later than **March 10, 2003**. This new regulation still applies to projects that originally disturbed one acre or more of land, but are currently disturbing less than one acre.

In order to comply with this permit condition, you must submit a Notice of Intent (NOI) to the SWRCB and prepare a Storm Water Pollution Prevention Plan (SWPPP). To expedite the processing of your NOI, please submit the following document to the address listed below:

- Notice of Intent (please keep a copy for your file) with all applicable sections completed and original signature of the landowner or signatory agent;
- Check made out to the "State Water Resources Control Board" for \$700.00; and
- Site Map of the facility (do not send blueprints).

To: State Water Resources Control Board  
Division of Water Quality  
Attn: Storm Water, 15<sup>th</sup> Floor  
1001 I Street, Sacramento, CA 95814.

NOIs are processed in the order they are received by the State. Please allow approximately 2 weeks to receive an NOI receipt letter or you will be able to retrieve the electronic copy of your NOI receipt letter by going to <http://esmr.swrcb.ca.gov:7778/dwq/ConReceiptLetter.asp> within 24-hour of processing. To prepare the SWPPP document for your project, please check out the State's website for additional guidance: <http://www.swrcb.ca.gov/stormwtr/docs/finalconstpermit120602.doc>. You will be required to submit a copy of your SWPPP for City's approval. Keep one copy of this document on the project site at all times in the event of inspection (either by State or City).

If you have any questions regarding this matter, please feel free to contact me at 510.724.9037.

Sincerely,

Nancy Voisey  
Development Analyst