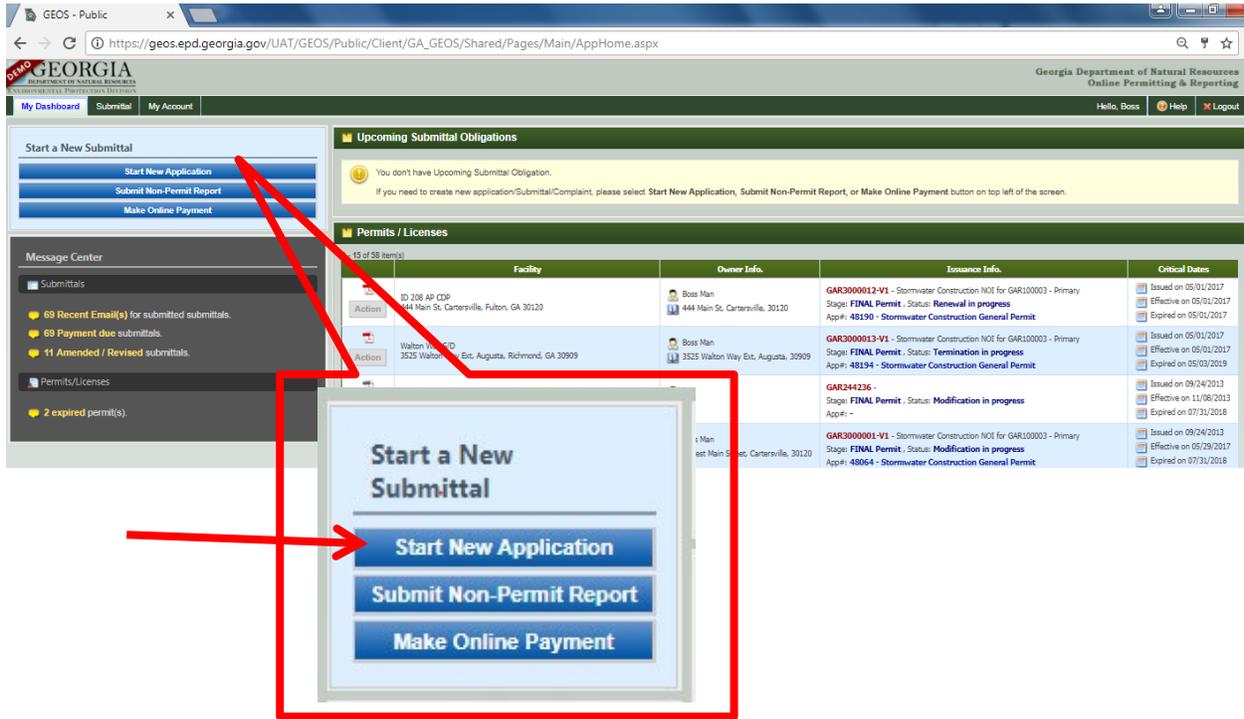


How to Submit a Tertiary NOI in GEOS

1. Log into your GEOS account and click on the “Start New Application” button at the top/left of your screen.



2. Click on the “Start” button on the “Stormwater Construction General Permit” application.

The screenshot displays the Georgia Department of Natural Resources Environmental Protection Division web portal. The navigation menu includes 'My Dashboard', 'Submittal', and 'My Account'. The 'Submittal' section is active, showing a sidebar with options like 'Start a New Submittal', 'My Favorite Submittals', and 'Submitted Submittals'. The main content area features a search bar with filters for Category (Permit/License), Department, Program, and Submittal Type. Below the search bar is a section titled 'NPDES Department Submittal Type List' showing two items: 'Stormwater Construction General Permit' and 'Stormwater Construction Sampling Report'. The 'Start' button for the 'Stormwater Construction General Permit' is highlighted with a red box.

3. Select “Common Development” on first page of the application. Once you select “Common Development,” the “Tertiary” option will show up for you to select. Then click the blue “Next” button at the bottom.

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
WATER QUALITY CONTROL DIVISION

Georgia Department
Online Permit

Dashboard Submittal My Account

Wizard Panel

Submittal > Wizard Panel > Stormwater Construction General Permit

STORMWATER CONSTRUCTION GENERAL PERMIT (SUBMITTAL ID: 320585)

Please fill out the form below. Save entered information by clicking SAVE. Proceed to next page by clicking NEXT.

Coverage Desired

- Stand Alone Construction
- Infrastructure Construction
- Common Development
- Notice of Termination

Permittee Type12

- Primary Permittee
- Secondary Permittee
- Blanket
- Tertiary Permittee

Exit Save **Next**

4. Click the “Create New Facility” button and enter all the red-starred fields in the Facility (Construction Site) Info pop-up window.

The screenshot shows a web application interface for a permit submission. At the top, there are navigation tabs: 'My Dashboard', 'Submittal', and 'My Account'. Below this is a 'Wizard Panel' on the left with five steps: 1. Data Entry (highlighted), 2. Attachment, 3. Validation, 4. Payment, and 5. Submission. The main content area is titled 'STORMWATER CONSTRUCTION GENERAL PERMIT (SUBMITTAL ID: 186773)'. A yellow banner instructs the user to fill out the form and click 'SAVE' or 'NEXT'. The 'Facility Information' section contains several red-starred fields: 'Facility/Property', 'Facility Name', 'Mailing Address 1', 'Mailing Address 2', 'County', 'City', 'State', 'Zip', 'Facility/Property Address 1', 'Facility/Property Address 2', 'Latitude', and 'Longitude'. A 'Create New Facility' button is circled in red next to the 'Facility/Property' field. A 'Display Lat/Long on Map' button is located at the bottom right of the form.

(In the pop-up window, enter the information in the appropriate boxes. For Facility Name, enter the Subdivision Name and Lot Number.)

The screenshot shows a 'Pop Up Window' titled 'Facility Information'. The window contains the same red-starred fields as the main form: 'Facility Name', 'Facility/Property Address 1', 'Facility/Property Address 2', 'County', 'City', 'State', 'Zip', 'Latitude', and 'Longitude'. There is a 'Map It' button next to the 'Latitude' and 'Longitude' fields. A checkbox labeled 'Same as Facility/Property Address Above' is located below the address fields. At the bottom of the window are 'Save' and 'Cancel' buttons. A red box labeled 'Pop Up Window' highlights the title bar of the window.

(If you don't know the Latitude/Longitude of your site, click on the "Map It" button.)

* Latitude: * Longitude:

Same as Facility/Property Address Above

Mailing Address 1: Mailing Address 2:

Click on the "Map It" button to map the site. A map will pop up on your screen. The red pin should be on your site, but you can move the red pin to the exact location. Click the "Update" button on the map and the coordinates will be entered into the boxes for you automatically.

Facility Information

* Facility Name:

* Facility/Property Address 1: Facility/Property Address 2:

* County: * City: * State: * Zip:

Same as Facility/Property Address Above

Mailing Address 1: Mailing Address 2:

County: City: State: Zip:

Once all the required information has been entered, select "Save." The pop-up window will close, and the information will automatically fill in the Facility fields.

5. Fill out the rest of the second page and all required fields (except for Primary Permittee boxes – these are not required for Tertiary NOIs). Owners should be property owners and Operators should be the contractors/builders. Facility/Construction Contact should be an individual.

I. SITE/OWNER/OPERATOR INFORMATION

* Owner's Name: Phone:

* Email Address:

* Address:

* City: * State: * Zip Code:

Duty Authorized Representative(s): Phone:

Email Address:

Operator's Name: Phone:

Email Address:

Address:

City: State: Zip Code:

Facility/Construction Site Contact: Phone:

Email Address:

All boxes with a red star must be filled in.

TERTIARY PERMITTEE (GAR100003 – Common Development)

Primary Permittee GAR#

* NOTICE OF INTENT (Check Only One):

Initial Notification

Re-Issuance Notification

Change of Information

Change of Owner/Operator: Formerly Known As:

I. SITE/OWNER/OPERATOR INFORMATION

This Section can be left blank for Tertiary NOI apps.

II. CONSTRUCTION SITE ACTIVITY INFORMATION

* Start Date: * Completion Date:

* Regulated by a certified Local Issuing Authority (LIA): Yes No [View LIA Map](#)

* Name of Local Issuing Authority:

* Estimated Disturbed Acreage (to the nearest hundredth (1/100th) acre):

* Does the Erosion, Sedimentation and Pollution Control Plan (Plan) provide for disturbing more than 50 acres at any one time by the Tertiary Permittee?

YES - Date of EPD Written Authorization:

NO

* Construction Activity Type:

Commercial

Industrial

Municipal/Institutional

Linear

Utility

Residential

Primary Permittee's Name: Phone:

Email Address:

Address:

City: State: Zip Code:

If you are unsure if the site is regulated by a LIA, click the "View LIA Map".

If there is no LIA, then this box is not required.

Select the appropriate construction activity.

(For the Estimated Disturbed Acreage field, if less than one acre, enter a zero before the decimal point, format X.XX)

* Estimated Disturbed Acreage (to the nearest hundredth (1/100th) acre):

6. Click the "Next" button at the bottom of the second page once you have completed all of the red-starred fields.

7. Click on the “Online” option and upload any required attachments on the third page. Then click the “Next” button.

The screenshot shows a web application interface for submitting attachments. At the top, there are navigation tabs: "My Dashboard", "Submittal" (selected), and "My Account". Below this is a "Wizard Panel" on the left with five steps: 1. Data Entry, 2. Attachment (highlighted), 3. Validation, 4. Payment, and 5. Submission. The main content area is titled "ATTACHMENT (SUBMITTAL ID: 186818)" and contains instructions on how to upload files, a list of accepted file types (pdf, doc, docx, txt, xls, xlsx, cvs, jpeg, jpg, bmp, png, gif, xml), and a maximum file size of 50MB. Below this, there is a section titled "Attachment" with a 10M file size limit. Two attachment categories are listed: "Erosion, Sedimentation and Pollution Control Plan (Optional)" and "Location map (Required)". Each category has radio buttons for "Online", "Mail", "Other", and "N/A". A red arrow points to the "Online" radio button for the "Location map" category. At the bottom of the main content area, there are buttons for "Exit", "Save", "Previous", and "Next".

For Tertiary, select “Online” button and a red “Upload” button will appear. Attach location map (or plan as needed) and enter a description in box with the name of attachment.

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

8. On the “Validation” page (fourth page), if you see all green checks, then click the “Next” button to proceed.

My Dashboard **Submittal** My Account

Wizard Panel

1 **Data Entry**
To fill in all Data Entry Forms

Stormwater Construction General Permit

General Information

F1

2 **Attachment**
To upload or mail in all required documentations

3 **Validation**
To validate all required data and documentations

4 **Payment**
To make a payment

5 **Submission**
To submit

Submittal > Wizard Panel > Submittal Review

VALIDATION (SUBMITTAL ID: 186818)

Review your Application and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

Application Form(s) Summary

Stormwater Construction General Permit Stormwater Construction General Permit - Form View

✓ General Information

✓ F1

Attachment(s) Summary

✓ Location map

✓ Erosion, Sedimentation and Pollution Control Plan

Exit Previous **Next**

9. On the Submission Page, check the box at the top, enter your answer to the security question, and enter your 4-digit PIN number. Then click the "Submit" button.

Click the empty check box to confirm agreement.

Answer the security question.

Fill in PIN

Click on the "Submit" button to complete your application.

10. Print your Submittal Receipt for your records and your local county office.

(If you submit your application successfully, you will be issued a Submittal Receipt.)

Submittal Receipt

Your final/printable Notice of Intent (NOI) will be available once 14 days has passed from your submittal date and your full fee payment has been confirmed. A confirmation email will be sent to your account along with your final/printable NOI.

Please click [HERE](#) to print your initial submittal receipt.

Submittal ID: **186818**

Submitted By: **Owner Info:**

Click the "Here" to print the Submittal Receipt.

Record the Submittal ID for your files.