How to Submit a Tertiary NOI in GEOS
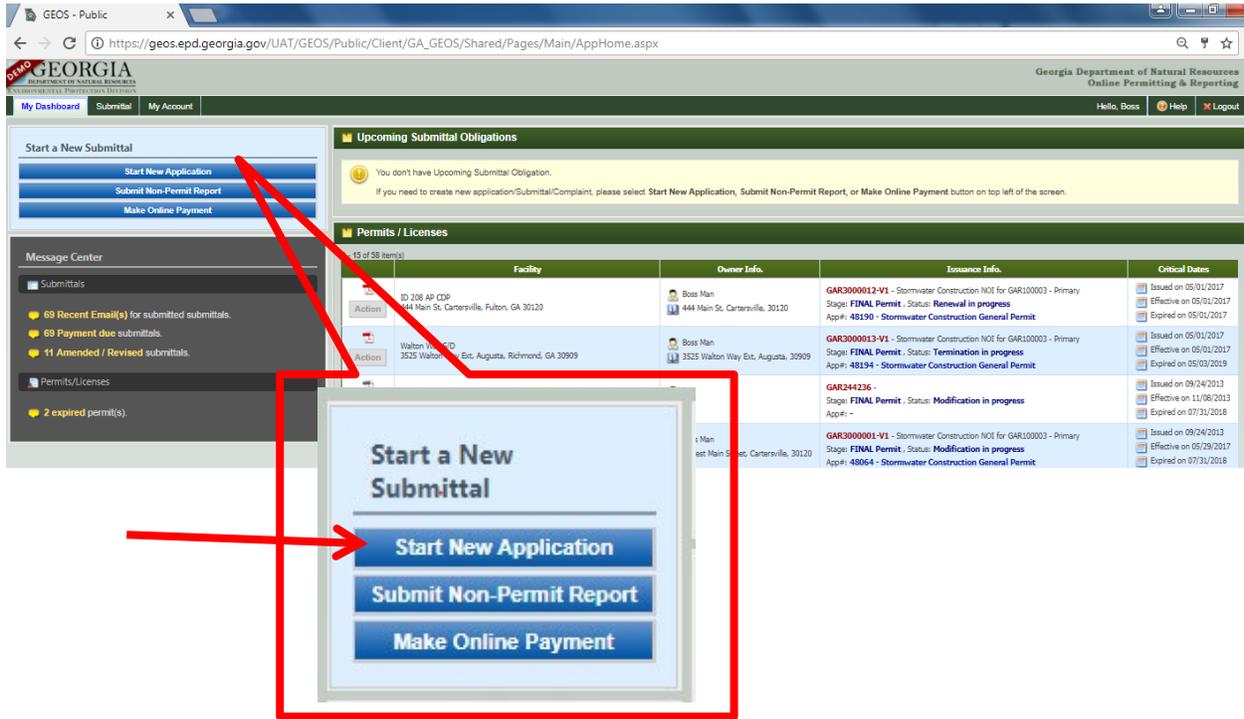
1. **Log into your GEOS account and click on the "Start New Application" button at the top/left of your screen.**

2. **Click on the "Start" button on the "Stormwater Construction General Permit" application.**

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.**

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

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

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

* Latitude: * Longitude:

Map It

☐ 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:
GA

* Latitude: * Longitude: Map It

☐ Same as Facility/Property Address Above

Mailing Address 1:   Mailing Address 2:

County: City: State: Zip:

Save   Cancel

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: Same as Responsible Official

★ Email Address:

★ Address:

★ City: ★ State: ★ Zip Code:
GA

Duty Authorized Representative(s):   Phone:

Email Address:

Operator's Name: Phone: Same as Responsible Official

Email Address:

Address:

City: State: Zip Code:
GA

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#

Search Primary Permittee

★ NOTICE OF INTENT (Check Only One):
○ Initial Notification
○ Re-Issuance Notification
○ Change of Information
○ Change of Owner/Operator: Formerly Known As:

This Section can be left blank for Tertiary NOI apps.

I. SITE/OWNER/OPERATOR INFORMATION

II. CONSTRUCTION SITE ACTIVITY INFORMATION

★ Start Date: **★ Completion Date:**

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

★ Regulated by a certified Local Issuing Authority (LIA): ○ Yes ○ No   _View LIA Map_

★ Name of Local Issuing Authority:

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

★ 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

Select the appropriate construction activity.

Primary Permittee's Name: **Phone:**

Email Address:

Address:

City: **State:**   **Zip Code:**

(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): 0.75

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.**

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.

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

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.)

Click the "Here" to print the Submittal Receipt.

Record the Submittal ID for your files.