How to submit a Notice of Intent using GEOS

Once you have created or logged in to your account, look for the “My Dashboard” tab in the menu near the top of the screen.

Just below the “My Dashboard” tab are three choices.

To create a new NOI, select “Start New Application”. Go to Page 3.

Note: To edit a pending submittal, go to page 2.
How to submit a Notice of Intent using GEOS (Continued)

Once you are logged in to your account, you can submit a New NOI or Edit a Pending Submittal, by clicking the “Submittal” tab menu near the top of the screen.

To create a new NOI, select “Start New Application”. Then follow the instructions on Page 3.

To edit a pending submittal, select “Edit Pending Submittals”. Then follow the instructions on Page 31.
To create a new NOI, select **"Start"** under the **"Stormwater Construction General Permit"**. Go to Page 4.
Stormwater Construction General Permit - Coverage Desired

Select the appropriate option for the desired permit coverage. Note: Additional options will appear only if Common Development is selected.

Construction activities that are not part of a common development, where the primary permittee chooses not to use secondary permittees.

Construction activities that are not part of a common development that include the construction, installation and maintenance of roadway and railway projects and conduits, pipes, pipelines, substations, cables, wires, trenches, vaults, manholes and similar or related structures for the conveyance of natural gas (or other types of gas), liquid petroleum products, electricity, telecommunications (telephone, data; television, etc.), water, storm water or sewage.

A contiguous area where multiple, separate, and distinct construction activities will be taking place at different times on different schedules under one plan of development on or after August 1, 2000.

Select the appropriate option for the desired permit coverage. Select “Next”.
For a “Stand Alone” Permit, go to page 6.
For an “Infrastructure” Permit, go to page 6.
For a “Common Development” Permit, go to page 5.
Common Development

When selecting “Common Development”, select the appropriate Permittee Type: Primary Permittee, Secondary, or Tertiary. Select Next.

The Owner or the Operator or both of a tract of land for a construction project subject to this permit.

An owner, individual builder, utility company, or utility contractor that conducts a construction activity within a common development with an existing primary permittee.

Either the Owner or Operator of a remaining lot(s) within a common development (as defined in this permit) conducting a construction activity where the primary permittee and all secondary permittees have submitted a Notice of Termination in accordance with Part VI.A.2. of this permit (excluding utility companies and/or utility contractors working under a Blanket NOI) or where a primary permittee no longer exists.

Once you select the appropriate permit type, go to page 6 to creating a new facility.
Creating a New Facility

Click on the “Create New Facility” button to open the pop-up window to begin entering the Facility Information.

In the pop-up window, enter the information in the appropriate boxes.

All boxes with a red star must be filled in.

Note: If you do not have a Facility/Property Address, put in a description of location (examples: Hwy 100, Intersection of Hwy 5 and Hwy 515, etc.)
Creating a New Facility (Continued)

Enter the Lat/Lon in Decimal Degrees (i.e. Lat 34.6773  Lon -84.6789).

If you do not know the Lat/Lon, click “Map It”
When you select the “Map It” button, a pop-up window appears with a map. On the map will be a pin. Place the cursor over the pin and hold down the left mouse button. You can drag the pin to the desired location, marking the location of the facility and providing the coordinates that are needed for the Facility Information page. Select “Update”, to update the map with the correct coordinates for the facility location.

Once all the required information has been entered, select “Save”. The pop-up window will close, and the information will auto populate the Facility fields on the GEOS webpage.
Creating a New Facility (Continued)

An example of Facility Information populated on the GEOS webpage.

**STORMWATER CONSTRUCTION GENERAL PERMIT (SUBMITTAL ID: 186785)**

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

### Facility Information

- **Facility/Property:** Hog Town
- **Mailing Address 1:**
  - **City:**
  - **State:**
  - **Zip:**

- **Facility/Property Address 1:** 100 ABC RD
- **County:** Murray
- **City:** Chatsworth
- **State:** GA
- **Zip:** 30705
- **Latitude:** 34.6773
- **Longitude:** -84.6788

[Display Lat/Long on Map]

For Stand Alone go to page 12.

For Infrastructure go to page 13.

For Common Development go to page 10.
Common Development - Assigning the Primary Permittee to the Secondary Permittee

To search for the Primary Permittee associated with a Secondary Permittee, click on the “Search Primary Permittee”. A pop-up window will appear. Search using the Facility Name, Facility Address, by County, or GAR#.

Search for the Primary Permittee.

Select the appropriate Primary Permittee.

Once the Primary is selected, click “Associate”. Then select “Close”. Continue on page 16.
Common Development - Assigning the Primary Permittee to the Tertiary Permittee

Note: If submitting a Tertiary Permit, there should be no active Primary. If there is an active Primary, then you should submit a NOI for a Secondary Permit. For a Tertiary Permit, continue on page 17.

Note: Disregard this as a required field.

If you need to change the Permit from a Tertiary to a Secondary, scroll down to the bottom of the page and select “Previous”. This will take you back to the “Coverage Desired” section (See page 4).
I. Site/Owner/Operator Information – Stand Alone

Fill out the fields that apply.

Note: For Infrastructure, go to page 13. For Common Development-Primary, go to page 15. For Common Development-Secondary, go to page 16. For Common Development-Tertiary, go to page 17.

All boxes with a red star must be filled in.

Note: If the Owner and/or Operator information is the same as the Responsible Official, you can select “Same as Responsible Official”. GEOS will auto populate the appropriate boxes.

Click the tab to open the drop down menu.

Select the appropriate ownership type.

Note: In the box for the Owner email address, enter the email address of the primary contact. Go to page 19 when you have completed this page.
Site/Owner/Operator Information - Infrastructure Project(s)

<table>
<thead>
<tr>
<th>Facility Ownership Type:</th>
<th>County included in the project:</th>
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<tbody>
<tr>
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</table>

**B. GPS Locations of the Beginning and End of the Infrastructure Project:**

<table>
<thead>
<tr>
<th>Beginning Latitude:</th>
<th>Beginning Longitude:</th>
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<tbody>
<tr>
<td></td>
<td>Map It</td>
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</table>

<table>
<thead>
<tr>
<th>End Latitude:</th>
<th>End Longitude:</th>
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<tr>
<td>Map It</td>
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<table>
<thead>
<tr>
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<th>Phone:</th>
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<th>Zip Code:</th>
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<td>GA</td>
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**Duty Authorized Representative(s):**

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<th>Operator’s Name:</th>
<th>Phone:</th>
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<td>GA</td>
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**Facility/Construction Site Contact:**

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<tr>
<th>Phone:</th>
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**Note:** If the Owner and/or Operator information is the same as the Responsible Official, you can select “Same as Responsible Official”. GEOS will auto populate the appropriate boxes.

**Note:** In the box for the Owner email address, enter the email address of the primary contact.

Go to page 14 for instructions on entering Lat/Lon.

All boxes with a red star must be filled in.
Site/Owner/Operator Information - Infrastructure Project(s) (Continued)

Enter all counties included in the project.

Once the coordinates have been entered, select the “Map It” button to map the site.

Enter the Lat/Lon in Decimal Degrees (i.e. Lat 34.6773 Lon -84.6789) for the Beginning and End of the Project.

If you do not know the Lat/Lon, click “Map It”. When you select the “Map It” button, a pop-up window appears with a map (See Page 7). On the map will be a pin. Place the cursor over the pin and hold down the left mouse button. You can drag the pin to the desired location, marking the location of the facility and providing the coordinates that are needed for the Facility Information page. Select “Update”, to update the map with the correct coordinates for the facility location.
Go to page 19 when you have completed this page.

I. Site/Owner/Operator Information – Common Development-Primary

Select the appropriate ownership type.

Click the tab to open the drop down menu.

All boxes with a red star must be filled in.

Note: In the box for the Owner email address, enter the email address of the primary contact.

Go to page 18 when you have completed this section to complete the Site/Owner/Operator Information Section.
I. Site/Owner/Operator Information – Common Development-Secondary

Select the appropriate ownership type.

Click the tab to open the drop down menu.

All boxes with a red star must be filled in.

Go to page 18 when you have completed this section to complete the Site/Owner/Operator Information Section.
I. Site/Owner/Operator Information – Common Development-Tertiary

Select the appropriate ownership type.

Go to page 18 when you have completed this section to complete the Site/Owner/Operator Information Section.
I. Site/Owner/Operator Information – Common Development - Primary, Secondary, and Tertiary (Continued)

<table>
<thead>
<tr>
<th>Duty Authorized Representative(s):</th>
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</thead>
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<tr>
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<td></td>
</tr>
<tr>
<td>Operator's Name:</td>
<td>Phone:</td>
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</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Facility/Construction Site Contact:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

Note: If the Owner and/or Operator information is the same as the Responsible Official, you can select "Same as Responsible Official". GEOS will auto populate the appropriate boxes.

If you do not know the Lat/Lon, click “Map It”. When you select the “Map It” button, a pop-up window appears with a map (See Page 7). On the map will be a pin. Place the cursor over the pin and hold down the left mouse button. You can drag the pin to the desired location, marking the location of the facility and providing the coordinates that are needed for the Facility Information page. Select “Update”, to update the map with the correct coordinates for the facility location.

Note: In the box for the Owner email address, enter the email address of the primary contact.

When you have completed this section, go to page 19 for Common Development - Primary.

When you have completed this section, go to page 21 for Common Development - Secondary and Tertiary.
II. Construction Site Activity Information and Fee Calculations - Stand Alone, Infrastructure, and Common Development-Primary

Fill out the fields that apply.

- **Start Date:**
- **Completion Date:**

**Regulated by a certified Local Issuing Authority (LIA):**
- Yes
- No

**Acres Disturbed** (to the nearest 1/10th of an acre) in an area with no certified Local Issuing Authority

Total Fee Submitted = [Calculate]

- [View LIA Map]

**Construction Activity Type:**
- Commercial
- Industrial
- Municipal/Institutional
- Mixed Use
- Water Quality/Aquatic Habitat Restoration
- Linear
- Utility
- Residential
- Agricultural Buildings
- Other

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

Enter the Acres Disturbed to the nearest 1/10th of an acre, and click on “Calculate”. See example:

\[
2.3 \times \$80/acre = \$184.00
\]

See page 20 for examples of what appears when you select yes or no.

Select the appropriate construction activity.

When you click on the Start and Completion Date, a drop down calendar appears. Select the dates that apply.
II. Construction Site Activity Information and Fee Calculations - Stand Alone, Infrastructure, and Common Development-Primary (Continued)

Fill out the fields that apply. Including the Acres Disturbed to the nearest 1/10th. Then click on “Calculate” to determine the Total Fee.

When you select “NO” LIA

If the site is regulated by an LIA, select “Yes”. Additional question will appear. Answer each question, then enter the Acres Disturbed and select “Calculate”.

When you have completed this section, go to page 23 “Receiving Water Information”.
II. Construction Site Activity Information - Common Development-Secondary

When you click on the Start and Completion Date, a drop down calendar appears. Select the dates that apply.

When you have completed this section, go to page 23 “Receiving Water Information”.

Select the appropriate construction activity.
II. Construction Site Activity Information - Common Development-Tertiary

When you click on the Start and Completion Date, a drop down calendar appears. Select the dates that apply.

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.

When you have completed this section, go to page 23 “Receiving Water Information”.
III. Receiving Water Information

Fill in all applicable fields.

Select the appropriate stream classification.

Select all that are applicable.

A summary chart (if applicable) delineating the following information for each outfall must be attached:

- Number of Sampling Outfalls
- Construction Site Size (acres)
- Appendix B NTU Values
- Surface Water Drainage Area (square miles)

When selecting the appropriate Outfall(s) sampling, additional boxes will appear. Fill in the boxes before moving to the next section.
III. Receiving Water Information (Continued)

Select the option(s) that apply to the site.

1. Does the facility/construction site discharge storm water into an Impaired Stream Segment, or within one (1) linear mile upstream of and within the same watershed as, any portion of an Impaired Stream Segment identified as “not supporting” its designated use(s), as shown on Georgia’s excellent current “SG8b2010b.ListDocuments (Final)” select for the criteria violated, “Bio F” (Impaired Fish Community) and/or “Floro M” (Impaired Macrobenthic Community), within Category 4a, 4b or 5, and the potential cause is either “NP” (nonpoint source) or “UR” (urban runoff)?

- No
- YES, Name of Impaired Stream Segment(s):

2. Does the facility/construction site discharge storm water into an Impaired Stream Segment where a Total Maximum Daily Load (TMDL) Implementation Plan for “sediment” was finalized at least six (6) months prior to the submittal of the initial NOI?

- No
- YES, Name of Impaired Stream Segment(s):

Once you have entered all the appropriate information in Section III “Receiving Water Information”, continue on the same page to Section IV “Certifications”.

IV. Certifications

Carefully read the Certifications

Click both empty boxes to select and confirm agreement.

Once the application is certified, select “Next”.
Attachments

To submit a digital ESPC Plan, select “Online”, and upload the file.

To mail the ESPC Plan, click here to get the mailing address to the appropriate EPD office.

To “Hand Deliver the ESPC Plan, select “Other”.
Attachments (Continued)

To mail the Location Map, click here to get the mailing address to the appropriate EPD office.

To submit a digital Location Map, select “Online”, and upload the file.

To “Hand Deliver a Location Map, select “Other”.
Validation

Review your Application and any Attachments.

*Save any changes you make before returning to this page.

Proceed to Submission by clicking “Next”.
Payment

**NOTE:** Fees are associated with Primary Notices of Intent. The fee is $40 an acre if project is under the jurisdiction of a Local Issuing Authority, and $80 an acre if there is no Local Issuing Authority or the project does not fall under Local Issuing Authority jurisdiction.

Click the tab to open the drop down menu.

Select Payment Method from the menu.
**Payment (Continued)**

Proceed to by clicking “Next”.

**Submit Application**

Click the empty check box to confirm agreement.

Answer the security question.

Fill in PIN

Click on the “SUBMIT” button to complete your application.
Submittal Receipt

Once you submit your application you will be taken to the Receipt page.

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.

Record the Submittal ID for your records.

Click the “Here” to print the initial submittal receipt.
How to edit a pending submittal using GEOS

To edit a submittal, select “Edit Pending Submittals”.

To edit a submittal, select the “Edit” Icon. You will be taken to the “Coverage Desired” page. Go to Page 4.