How to renew, modify, or terminate a Notice of Intent using GEOS

Once you have logged in to your account, look for the “Submittal” tab in the menu near the top of the screen.
Manage Permits/Certs.

To find a permit that needs to be renewed, modified, or terminated, enter the Submittal ID number, the Permit Number, Site Address, or the Facility Name.

Search

A pop-up window will appear. Click on the appropriate selection. Then click “OK”, to go to Coverage Desired (page 3).
Coverage Desired

The Coverage Desired section will appear. If the type of permit coverage is not going to be changed, click “Next”, to go to the Facility Information.

Facility Information

Note: Check to make sure the Facility Information is correct. Make changes if filing a change of information.

For Notice of Termination go to page 4. For re-issuance or modification of the permit, go to page 5.
**Notice of Termination**

For Notice of Termination, Select the appropriate reason for termination.

<table>
<thead>
<tr>
<th>NOTICE OF TERMINATION NPDES Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Construction Activities Ceased and Final Stabilization Completed</td>
</tr>
<tr>
<td>☐ No Longer Owner and/or Operator of Facility/Construction Site</td>
</tr>
<tr>
<td>☐ Partial Termination (applicable only to NPDES General Permit No. GAR100002)</td>
</tr>
</tbody>
</table>

**NOTICE OF TERMINATION ELIGIBILITY:**

- Please select:
  - Construction Activities Ceased and Final Stabilization Completed
  - No Longer Owner and/or Operator of Facility/Construction Site
  - Partial Termination (applicable only to NPDES General Permit No. GAR100002)

**CERTIFICATIONS:**

- [ ] I certify under penalty of law that either: (a) all storm water discharges associated with construction activity authorized by this permit have ceased, the site is in compliance with this permit and all temporary BMPs have been removed or (b) I am no longer an Owner or Operator at the construction site and a new Owner or Operator has assumed operational control of the permitted construction site where I previously had ownership or operational control or (c) coverage under the permit for an existing infrastructure construction project is not required under Part 116 of NPDES General Permit No. GAR100002; and that discharging pollutants in storm water associated with construction activity to waters of Georgia is authorized under the Georgia Water Quality Control Act and the Clean Water Act where the discharge is not authorized by a NPDES permit.

- [ ] I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that certified personnel property gathered and evaluated the information submitted. Based upon 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, including the possibility of fines and imprisonment for know violators.

Once the application is certified, select “Next”.

If there is a change in Owner and/or Operator, enter the new Owner/Operator information. Then proceed with the Certifications.

For Termination of Permit Coverage, go to page 9 for Validation.
For re-issuance or modification of the permit (Continued)
Make sure the selection is correct.

For Re-issuance Notification

![NOTICE OF INTENT:

- Initial Notification
- Re-Issuance Notification
- Change of Information
- Change of Owner/Operator: Formerly Known As: ]

For Change of Information or Change of Owner/Operator

![NOTICE OF INTENT:

- Change of Information
- Change of Owner/Operator: Formerly Known As: ]

I. Site/Owner/Operator Information

Note: Check to make sure the Site/Owner/Operator Information is correct. Make changes if filing a change of information.

After checking the Site/Owner/Operator Information, go to page 6 to continue.
II. Construction Site Activity Information and Fee Calculations

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

After checking the Construction Site Activity and Fee Calculations and making the appropriate changes, go to page 7 if the Acres Disturbed increases. If the Acres Disturbed does not change, go to page 8.
II. Construction Site Activity Information and Fee Calculations

Fill out the fields that apply. Enter the updated cumulative Total Acres Disturbed to the nearest 1/10th acre (ex. 23.5). Then click on “Calculate” to determine the Total Fee.

NO LIA

When you select “NO” LIA

LIA

When you select “YES” LIA

After checking the Construction Site Activity and Fee Calculations and making the appropriate changes, go to Receiving Water Information on page 8.
III. Receiving Water Information

Note: Check to make sure the Site/Owner/Operator Information is correct.

After checking the Receiving Water Information, continue to section IV Certifications.

IV. Certifications

Once the application is certified, select “Next”.

Continue on page 9 for Validation.
Validation
Review your Application and any Attachments. *Save any changes you make before returning to this page.

**VALIDATION (SUBMITTAL ID: 187291)**

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

Proceed by clicking “Next”. If there is no change in the land disturbance fees, then continue Submit Application on page 10.

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 Submit Application, 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.

**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

Click the “Here” to print the initial submittal receipt.

Record the Submittal ID for your records.