

# Fact Sheet

## Requirements for Certain Single Family Building Permits *Stormwater Pollution Prevention Plan (SWPPP) and ADEQ Notice of Intent (NOI) Required for Building Permit Submittal*

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**Arizona Department of Environmental Quality (ADEQ) requires a Stormwater Construction General Permit (2013 CGP) for certain single family residential units and subdivision infill projects.**

See complete list of affected subdivisions on next page and online at [www.flagstaff.az.gov/3626/Stormwater](http://www.flagstaff.az.gov/3626/Stormwater).

**Requirement per ADEQ:** Construction sites that disturb less than one acre, but are part of a common plan of development or sale that will ultimately disturb one acre or more need to submit a Notice of Intent (NOI) for CGP coverage. It includes all clearing, grading, excavation, and stockpiling activities that will result in the disturbance of one or more acres. It also includes supporting activities such as storage of construction materials, vehicle and equipment storage, and maintenance (e.g., fill piles, borrow area, concrete truck washout, fueling).

### Ok I need one, what is it anyway?

This permit is a requirement of the Clean Water Act and administered by the City of Flagstaff in conjunction with the Arizona Department of Environmental Quality (ADEQ). It is a part of the National Pollutant Discharge Elimination System (NPDES) focusing on point source pollutants associated with stormwater runoff.

### I understand, can the city help me?

Yes, the City of Flagstaff will help guide you through this simple process as well as providing tips and guidance. Please note: This will need to be completed in conjunction with your building permit application.

### What are the steps?

**Step 1.** Complete your Stormwater Pollution Prevention Plan (SWPPP). This includes a SWPPP site plan sheet. See the [SWPPP Plan Sheet Guide](#) for an example. There is a checklist provided that specifies what needs to be on the SWPPP plan sheet. The SWPPP can be prepared by the owner, contractor or design professional. It can be on an 8.5 x 11" sheet attached to your Building Permit application.

**Step 2.** ADEQ no longer accepts hard copy applications for CGP coverage. To apply for a NOI online, you must first register for a myDEQ account. Register for an account here: <http://www.azdeq.gov/node/1143>. Once your account is activated, you can apply for an NOI, manage your NOI, or submit for Notice of Termination (NOT) at the end of the project online.

**ADEQ Guidance Document - [How to File for an NOI](#)**

**myDEQ Help Center video - [Migrating an Existing or Creating a New NOI](#)**

**Step 3.** Once your NOI application is approved, you will receive your ADEQ Authorization Number which then gets posted at your project site. Provide this number on your Building Permit application.

**Step 4.** Maintain your SWPPP throughout the life of your project. This includes Best Management Practices (BMPs) such as sediment wattles, track-out protection etc.

**Step 5.** Prior to occupancy, complete the [ADEQ Notice of Termination \(NOT\)](#). This, along with the City of Flagstaff inspection and approval, closes out your permit and verifies that your site is approved per the permit requirements.

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## Subdivisions Requiring NOI

The following list includes all affected subdivisions requiring the ADEQ CGP Stormwater Construction General Permit. Each Subdivision includes all units unless otherwise stated (2013 CGP)

FLAGSTAFF MESA  
ANASAZI RIDGE  
BOULDER POINTE  
CEDAR RIDGE AT PRESIDIO  
EAGLE MOUNTAIN INDUSTRIAL PARK UNIT 2  
ELDEN INDUSTRIAL PARK  
ESTATES AT PINE CANYON all units  
EQUESTRIAN ESTATES TRACT A  
FARMHOUSE ESTATES  
FOREST RIDGE  
FOREST SPRINGS TOWNHOMES  
GREENEHAVEN UNIT VII  
IZABEL HOMES  
JENSEN MANOR  
LINDA VISTA PARK EST  
MOUNT ELDEN FOOTHILLS  
MOUNTAIN ESTATES @ PINE CANYON UNIT 2  
MOUNTAIN VILLAS @ PINE CANYON  
PINE KNOLL VILLAGE  
PINES TERRACE CONDOMINIUMS  
PINNACLE PINES  
PONDEROSA TRAILS all units  
PINE CANYON all units  
PRESIDIO IN THE PINES all units  
RAILROAD SPRINGS 66  
RIO HOMES all units  
SANCTUARY  
SERENDIPITY CONDOMINIUMS  
SINCLAIR SPRINGS TOWNHOUSES  
SUNNYSIDE NORTH ANNEX UNIT 03 Lot: 6 Block: 1  
SWITZER CANYON VILLAGE CONDOS  
TAM O SHANTER VILLAS  
TOWNHOMES AT RAILROAD SPRINGS  
UNIVERSITY TERRACE all units  
VILLAGE CONDOMINIUMS

## Important Contacts:

### **Arizona Department of Environmental Quality**

**Website:** <http://www.azdeq.gov/node/524>

**Joanie Rhyner, ADEQ Project Manager: 602-771-7614**

### **City of Flagstaff:**

**Website:** <http://www.flagstaff.az.gov/3626/Stormwater>

**Chris Palmer, Stormwater Management Section: 928-213-2474**

**Community Development Permits Counter and Help desk: 928-213-2619 or 928-213-2618**