

APPLICATION FOR PERMIT TO DISCHARGE  
FROM A LARGE OR MEDIUM (PHASE 1)  
MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)  
INTO SURFACE WATER IN THE STATE

**1. Application fee payment**



Did you know you can pay the application fee on line?

- (a) Go to <https://www3.tceq.texas.gov/epay/>
- (b) Select Fee Type: Individual Permit, MS4 Permit - Phase I
- (c) Select Application Type: New, Major Amendment, Minor Amendment (without renewal) or Renewal

The application fee for new, major amendment and renewal applications of the TPDES permit for this activity is \$2,000.00.

The application fee for minor amendment (without renewal of the permit term) of the TPDES permit for this activity is \$100.00

For new and major applications an additional fee of \$50.00 is required to be applied toward the cost of providing public notice. For renewal applications the fee is \$15.00.

You can also send the application fee by regular mail. A check or money order should then be made payable to the Texas Commission on Environmental Quality and must be sent under separate cover to:

Texas Commission on Environmental Quality  
Cashier's Office (MC 214)  
P.O. Box 13088  
Austin, Texas 78711-3088

**2. Permittee (applicant)**

- (a) If the applicant is currently a customer with TCEQ, provide the Customer Number (CN)? Search for your CN at: <https://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>

CN: \_\_\_\_\_

- (b) Provide the Legal Name of the entity (applicant) applying for this permit:

\_\_\_\_\_

- (c) Provide the name and title of the person signing the application:

(The person must be an executive official meeting signatory requirements in TAC §305.44(a).)

Prefix: \_\_\_\_\_

(e.g, Mr., Ms., Miss)

First/Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

Title: \_\_\_\_\_

Credential: \_\_\_\_\_

- (d) Provide the applicant's mailing address as recognized by the US Postal Service:  
You may verify the address at: <http://zip4.usps.com/zip4/welcome.jsp>

Street Address or P.O. Box: \_\_\_\_\_  
Internal Routing (Mail Code, Etc.): \_\_\_\_\_  
City: \_\_\_\_\_  
State: TX \_\_\_\_\_  
ZIP Code: \_\_\_\_\_

Electronic Contact Information:

Phone No.: \_\_\_\_\_  
Extension: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

- (e) Indicate the type of Customer:

- Federal Government  
 State Government  
 County Government  
 City Government  
 Other Government, Explain: \_\_\_\_\_

- (f) Number of Employees:

0-20;  21-100;  101-250;  251-500; or  501 or higher

**3. Co-applicants(s)**

**Note: This section may be copied and attached to the application if there are additional co-applicants. Indicate if there are additional co-applicants:**

Yes  No

- (a) If the co- applicant is currently a customer with TCEQ, provide the Customer Number (CN)? Search for your CN at <https://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>

CN: \_\_\_\_\_

- (b) Provide the Legal Name of the entity (applicant) applying for this permit:

\_\_\_\_\_

- (c) Provide the name and title of the person signing the application:  
(The person must be an executive official meeting signatory requirements in TAC §305.44(a).)

Prefix: \_\_\_\_\_  
(e.g, Mr., Ms., Miss)  
First/Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_  
Title: \_\_\_\_\_  
Credential: \_\_\_\_\_

- (d) Provide the applicant's mailing address as recognized by the US Postal Service:

You may verify the address at: <http://zip4.usps.com/zip4/welcome.jsp>



**5. Regulated Entity (RE) information on project or site**

- (a) Has TCEQ issued a Regulated Entity Reference Number (RN) for the regulated MS4?

Yes  Provide the RN? RN: \_\_\_\_\_  
No  TCEQ will assign the RN number after the application is submitted

- (b) Provide the name that is used to identify the MS4 (Regulated Entity):

\_\_\_\_\_

(Example: City of xxx MS4)

- (c) Provide the name of the county where the largest residential population exists within the regulated MS4 boundaries? \_\_\_\_\_

- (d) Provide the latitude and longitude of the approximate center of the regulated MS4?

Latitude: N \_\_\_\_\_

Longitude: W \_\_\_\_\_

- (e) In your own words, briefly describe the primary business of the Regulated Entity (Do not write the SIC and NAICS code description.);

\_\_\_\_\_

**6. Application contact**

- (a) If TCEQ needs additional information regarding this application, who should be contacted?

Prefix: \_\_\_\_\_

(e.g., Mr., Ms., Miss)

First/Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

Title: \_\_\_\_\_

Credential: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Street Address or P.O. Box: \_\_\_\_\_

Internal Routing (Mail Code, Etc.): \_\_\_\_\_

City: \_\_\_\_\_

State: TX \_\_\_\_\_

ZIP: \_\_\_\_\_

Electronic Contact Information:

Phone No.: \_\_\_\_\_

Extension: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email address: \_\_\_\_\_

**7. Application contact (technical)**

- (a) If TCEQ needs additional technical information to this application, who should be contacted? The person must be familiar with the MS4 and the requirements of any previously issued storm water discharge permit.

Prefix: \_\_\_\_\_  
(e.g., Mr., Ms., Miss)  
First/Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_  
Title: \_\_\_\_\_  
Credential: \_\_\_\_\_  
Organization Name: \_\_\_\_\_

Street Address or P.O. Box: \_\_\_\_\_  
Internal Routing (Mail Code, Etc.): \_\_\_\_\_  
City: \_\_\_\_\_  
State: TX \_\_\_\_\_  
ZIP: \_\_\_\_\_

Electronic Contact Information:  
Phone No.: \_\_\_\_\_  
Extension: \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email address: \_\_\_\_\_

**8. DMR contact**

- (a) Contact Responsible for Discharge Monitoring Report (DMR) forms (EPA 3320-1). Provide the name of the person and their complete mailing address delegated to receive and submit DMR Forms.

Prefix : \_\_\_\_\_  
(e.g., Mr., Ms., Miss)  
First/Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_  
Title: \_\_\_\_\_  
Credential: \_\_\_\_\_  
Organization Name: \_\_\_\_\_

Street Address or P.O. Box: \_\_\_\_\_  
Internal Routing (Mail Code, Etc.): \_\_\_\_\_  
City: \_\_\_\_\_  
State: TX \_\_\_\_\_  
ZIP: \_\_\_\_\_

Electronic Contact Information:  
Phone No.: \_\_\_\_\_  
Extension: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email address: \_\_\_\_\_

**9. Public participation**

- (a) Public notice contact:

Provide the name of the person that will be identified as the notice contact in the two notices that are mailed out and published as part of the permitting process? The person may be contacted by the public to answer general and specific questions about all aspects of the permit application. If the mailing address is a P.O. Box, insert the P.O. Box number within the space provided for the address.

Prefix: \_\_\_\_\_  
(e.g., Mr., Ms., Miss)  
First/Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_  
Title: \_\_\_\_\_  
Credential: \_\_\_\_\_  
Organization Name: \_\_\_\_\_

Street Address or P.O. Box: \_\_\_\_\_  
Internal Routing (Mail Code, Etc.): \_\_\_\_\_  
City: \_\_\_\_\_  
State: TX \_\_\_\_\_  
ZIP: \_\_\_\_\_

Electronic Contact Information:  
Phone No.: \_\_\_\_\_  
Extension: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email address: \_\_\_\_\_

(b) Application Viewing Information:

Provide the name and location of the public location where copies of the application and storm water management program (SWMP), as well as the draft permit and fact sheet, may be viewed?

Name of Public Place: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
State: TX \_\_\_\_\_  
ZIP code: \_\_\_\_\_

Preferred method for receiving public notice package(s) and instructions to publish:

- E-mail: E-mail address: \_\_\_\_\_
- Fax: Fax number: \_\_\_\_\_
- Overnight/Priority mail: (self addressed, prepaid envelope required)
- Regular Mail:
- Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
State: TX \_\_\_\_\_  
ZIP code: \_\_\_\_\_

(c) Bilingual Notice Requirements:

Bilingual notice may be required for new permit applications, major amendment applications and renewal applications, (not applicable for minor amendment or minor modification applications). If an elementary school or middle school within the regulated area of the MS4 offers a bilingual program, notice may be required to be published in an alternative language. The Texas Education Code, upon which the TCEQ alternative language notice requirements are based, triggers a bilingual education program to apply to an entire school district should the requisite alternative language speaking student population exist. However, there may not be any bilingual-speaking students at a particular school within a

district which is required to offer the bilingual education program. For this reason, the requirement to publish notice in an alternative language is triggered if any elementary or middle school within the MS4 area, as a part of a larger school district, is required to make a bilingual education program available to qualifying students and the school either has students enrolled at such a program on-site, or has students who attend such a program at another location in satisfaction of the school's obligation to provide such a program as a member of a triggered district.

If it is determined that a bilingual notice is required, the applicant is responsible for ensuring that the publication in the alternate language is complete and accurate in that language.

FOR NEW PERMIT APPLICATIONS, MAJOR AMENDMENT AND RENEWAL APPLICATIONS (Not applicable for minor amendment or minor modification applications.):

1. Is a bilingual program required by the Texas Education Code in any school district where the MS4 is located?  
Yes  No  (If No, alternative language notice publication is not required; skip to item 4.)
2. If Yes to question 1, are students enrolled in a bilingual education program at any elementary school or the middle school within the regulated area of the MS4?  
Yes  No  (If Yes to questions 1 and 2, alternative language publication is required; If No to question 2, then consider the next question.)
3. If Yes to question 1, are there students enrolled at either the elementary school or the middle school located within the regulated area of the MS4 who attend a bilingual education program at another location?  
Yes  No  (If Yes to questions 1 and 3, alternative language publication is required; If No to question 3, then consider the next question.)
4. If Yes to question 1, would either the elementary school or the middle school located within the regulated area of the MS4 be required to provide a bilingual education program but for the fact that it secured a waiver from this requirement, as available under 19 TAC §89.1205(g)?  
Yes  No  (If Yes to questions 1 and 4, alternative language publication is required; If No to question 4, alternative language notice publication not required.)
5. If a bilingual education program(s) is provided by either the elementary school or the middle school located within the regulated area of the MS4, which language(s) is required by the bilingual program?

(d) List each person employed by the State of Texas who represented you and was paid for services regarding this application. NOTE: Any violation of §382.0591 of the Health and Safety Code, §26.0283 of the Water Code, or §572.054 of the Government Code, relating to conflict of interest, may result in denial of the application or filing of charges with the appropriate office.



**10. MS4 System Information**

(a) Application is for the following MS4(s):  
\_\_\_\_\_

(b) The MS4(s) is located in the following county/counties:  
\_\_\_\_\_

If the MS4 is located in Bexar, Comal, Hays, Kinney, Medina, Travis, Uvalde or Williamson County, is the MS4, or a portion of the MS4, located in an area that is subject to TCEQ rules at 30 TAC Chapter 213, related to the Edwards Aquifer?

Yes  No

(c) ZIP codes located within the MS4: \_\_\_\_\_

(d) The MS4(s) is located in or is nearest to the following city: \_\_\_\_\_

(e) For an existing MS4: Is the location described on page one (1) of the existing TPDES permit correct?

Yes  No  N/A – this is a new permit

If No, provide a more accurate description in item (f) below.

(f) For a new permit: Give a **written location description** of the MS4 (plant) with respect to known or easily identifiable landmarks which can be found on the map provided with the application.  
\_\_\_\_\_

Is the MS4 located on Indian Land?

Yes  No

(g) If the State of Texas is a landowner adjacent to the MS4, your application may affect lands dedicated to the permanent school fund. Refer to Texas Water Code §5.115. To determine whether lands dedicated to the permanent school fund are affected, you may submit a request which includes the property location to the General Land Office at the following address:

GENERAL LAND OFFICE  
DEPUTY COMMISSIONER OF ASSET MANAGEMENT  
STEPHEN F AUSTIN BLDG, RM 840  
1700 N CONGRESS  
AUSTIN TX 78701- 1495

If it is determined that your application may affect lands dedicated to the permanent school fund, your application must include the following information:

1. State the location of the permanent school fund land to be affected.  
\_\_\_\_\_
2. Describe any foreseeable impact or effect of the proposed permitted action on permanent school fund land.  
\_\_\_\_\_

## 11. Permit Information

- (a) Existing TPDES MS4 permit number: \_\_\_\_\_
- (b) TPDES permit expiration date: \_\_\_\_\_
- (c) Type of permit for which application is submitted (check one):
- New TPDES Individual Permit (Original, unpermitted)
- Major Amendment of a TPDES MS4 permit (Renewing the permit term.)
- Renewal of existing TPDES MS4 permit (With no changes or with minor changes.)
- Minor Modification of a TPDES Permit (Retain current expiration date.)
- Minor Amendment to a TPDES Permit (Retain current expiration date. Application requirements are limited to those items that relate to the proposed modification. See application instructions to determine if proposed changes can be made through a minor amendment.)
- (d) Are there any modifications or changes from conditions of the current permit that are requested for consideration during the processing of this application for a TPDES MS4 permit?
- Yes                       No

If the application is for a major amendment (with or without renewal) or minor amendment without renewal, a minor modification, or a renewal with minor changes, briefly list the proposed changes requested in the amendment. **A major amendment includes, but is not limited to, any change that makes a monitoring requirement less stringent, removal of a monitoring requirement, major changes in sampling protocol related to outfalls monitored in the permit, etc.**

Applicants are encouraged to consider modifications or changes to the existing Storm Water Management Program (SWMP), during application for a TPDES permit, that would either more effectively control the discharge of pollution or more accurately monitor the effectiveness of the plan. Modifications and changes may be based on new data, water quality impacts from storm water discharges, past monitoring of discharges, and other similar considerations. Elements of the current plan may be strengthened, updated, replaced by new elements, or de-emphasized and even deleted, when appropriate. Provide a brief outline or list of any proposed changes (an in-depth discussion of proposed changes is required as a part of ATTACHMENT 1 to this application). **Attach additional pages if necessary.**

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- (e) List any other permits, existing or pending, that are held by the applicant and/or co-applicant(s) and that pertain to pollution control. Provide the permit/registration number and a short description of the activity (ex. #01234 City of Hope Municipal Solid Waste Landfill). If the applicant or co-applicants hold a significant number of permits, it would be appropriate to list only the water quality permits. If needed, attach a separate page(s) with additional permit numbers.

| Permit Number | Permittee Name | Permit type |
|---------------|----------------|-------------|
|               |                |             |

If the above list includes only water quality permits, please provide a general description below of the number of additional permits held by permit type (e.g., the number of water rights permits):

| Permit Number | Permittee Name | Permit type |
|---------------|----------------|-------------|
|               |                |             |

**12. Implementation and Compliance with the Current TPDES Permit**

Have all schedules of the current permit, relating to implementation and compliance with the Storm Water Management Program (SWMP), been met?

- Yes                       No

If the answer is no, provide a summary description of the current permit requirement/schedule that has not been met, cause for non-attainment, compliance schedule, and current efforts to complete this activity

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**13. Discharge Information and Receiving Water Bodies**

- (a) For a currently permitted discharge into a watercourse:

Are the point(s) of discharge and discharge route description the same as described on page one (1) of the current permit?

- Yes                       No

If no, provide a more accurate description below. If the point(s) of discharge has (have) changed or a new outfall is proposed that would change the discharge route description, an application for a major amendment may be required.

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- (b) Item b. is required for NEW permit applications:

For a proposed discharge into a watercourse: Provide a written description of the discharge route from each MS4 outfall to the nearest major watercourse. (For example: "From the MS4 through a weir to an unnamed tributary to Doe Creek, to Doe Creek, then to the Bravos River.")

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- (c) Item c. is required for ALL permit applications.

List any water bodies that will receive storm water discharges during the term of the requested TPDES permit that were not previously identified in the application for the current TPDES MS4 permit. Also, provide a description of any known water quality problems for these additional receiving waters. Known water quality problems include both measured and unmeasured (or simply observed) problems.

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## 14. Required Attachments

Provide the following attachments to the application:

(a) Attachment 1

Provide an in-dept description of all proposed modifications to the Storm Water Management Program (SWMP) or existing TPDES permit requirements for both the permittee and co-permittees. Provide rationale, based on findings collected during the previous TPDES permit term or from other sources, to support the proposed modifications.

(b) Attachment 2

Provide an original USGS topographic quadrangle map, or a similar topographic map with a scale between 1:10,000 and 1:24,000, which clearly delineates the following information. If the regulated area is too large to include on only one map, the applicant may use a different scale as appropriate.

- (1) The location and boundaries of the MS4, including an area extending at least one (1) mile beyond the service boundaries of the MS4;
- (2) all point(s) of discharge from the MS4;
- (3) a delineation of the discharge route that begins at the MS4 outfalls that are part of the Wet Weather Characterization Program (001, 002, etc.) and traced with a highlighter for a distance of three (3) stream miles or to the point that the discharge reaches a classified segment listed in 30 TAC, Chapter 307, Appendix A, (Note: Do not mark with dark ink over the discharge route. A new original map will be required if the discharge route is not visible.);
- (4) a description of the land use activities, including estimations of population density and projected growth for a ten (10)-year period within the MS4 drainage area;
- (5) the location and a description of the activities of each currently operating or closed municipal landfill or the treatment, storage or disposal facility for municipal waste;
- (6) the location of major structural controls for storm water discharge, including detention/retention ponds, major infiltration devices, etc.; and
- (7) the identification of publicly owned parks, recreational areas, and other open lands.

For very large MS4 areas, these map requirements may be revised upon approval of the TCEQ Wastewater Permitting Section.

(c) Attachment 3

Provide a copy of the current SWMP, a description of monitoring and screening programs, and a summary of monitoring results for the previous year.

## 15. Mailing Addresses for Submittal of the Application.

Submit the original application, along with two (2) complete copies, to the appropriate address below:

For Standard U.S. Mail Service:      Executive Director  
Texas Commission on Environmental  
Quality  
Attn: Water Quality Division  
Business and Program Services Section  
Applications Review and Processing Team  
(MC-148) P.O. Box 13087  
Austin, Texas 78711-3087

For Express Mail:                              Applications Review and Processing Team  
(MC-148)  
Texas Commission on Environmental  
Quality  
12100 Park 35 Circle  
Austin, Texas 78753

For Hand Delivery:                              Applications Review and Processing Team  
(MC-148)  
Texas Commission on Environmental  
Quality  
Building F, Room 2101  
12100 Park 35 Circle  
Austin, Texas 78753

## 16. Telephone Inquiries

Administrative Information:                      (512) 239-4671  
Water Quality Applications Review and  
Processing Team

Technical Information:                              (512) 239-4671  
Storm Water and Pretreatment Team,  
Water Quality Standards Implementation  
Team

Legal Information:                                      (512) 239-0600  
Environmental Law Division

## 17. Signatory Requirements

The application form shall be signed by the applicant and, if applicable, the co-applicant(s), in accordance with TCEQ rules at 30 TAC § 305.44. The application must be signed by the official indicated below, according to the type of entity:

- municipality - a principal executive officer or a ranking elected official

- independent school district - at least the level of assistant superintendent
- state, federal or other public facility - a principal executive officer or a ranking elected official

If a co-permittee is required, a signature page from both entities must be submitted. Make a copy of the blank signature page if a co-permittee signature page must be submitted.

The signature page must bear the seal of the notary public and other requested notary information. The signature date and the notary date must be the same date. If the dates differ, the signature page will not be accepted. If the signature page is not notarized, the signature page will not be accepted.

**SIGNATURE PAGE**

I, \_\_\_\_\_ Title: \_\_\_\_\_  
Typed or printed name

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 qualified personnel properly gathered and evaluated the information submitted. Based on 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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: ALL APPLICATIONS MUST BEAR THE SIGNATURE AND SEAL OF NOTARY PUBLIC.**

Subscribed and Sworn to before me by the said \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[SEAL]

\_\_\_\_\_  
County, Texas

**NOTE: If co-permittees are necessary, all entities must submit separate Signature Pages.**





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**For TCEQ staff use only:**

Application Type:           Renewal  
                                  Major Amendment  
                                  Minor Amendment  
                                  New

Agency Receiving           Texas Historical Commission  
SPIF:                         Texas Parks & Wildlife  
                                  US Fish & Wildlife  
                                  Army Corps of Engineers

County: \_\_\_\_\_

Segment: \_\_\_\_\_

Admin Complete Date: \_\_\_\_\_

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**SUPPLEMENTAL PERMIT INFORMATION FORM (SPIF)**

**This form applies to TPDES applications**

**The SPIF must be completed as a separate document. We will mail a copy of the SPIF to each agency as required by the TCEQ agreement with EPA. If any of the items are not completely addressed and/or further information is needed, you will be contacted to provide the information before the permit is issued. Each item must be completely addressed. DO NOT REFER TO A RESPONSE OF AN ITEM IN THE PERMIT APPLICATION FORM. Each attachment must be provided with this form, separately from the administrative report of the application. The application will not be declared administratively complete without this form being completed in its entirety including all attachments.**

**The following applies to all applications:**

1. Permittee(s): \_\_\_\_\_
2. TPDES Permit No.: \_\_\_\_\_
3. (EPA ID No. ): \_\_\_\_\_
4. Address of the project (description of the MS4 boundaries):  
\_\_\_\_\_
5. Provide the name, address, telephone and fax number of an individual that can be contacted to answer specific questions about the property.  
\_\_\_\_\_
6. List the county in which the MS4 is located: \_\_\_\_\_
7. If the property is publicly owned and the owner is different than the permittee/applicant, please identify the owner: \_\_\_\_\_

8. Identify the name of the water body (receiving waters) or TCEQ segment number that will receive the discharge: \_\_\_\_\_
9. Provide a 7.5 minute USGS quadrangle map with the project boundaries plotted and a general location map showing the project area. (This map is required in addition to the map requested in the application administrative report.)
10. Provide original photographs of any structures 50 years or older on the property.
11. Does your project involve any of the following?
  - Proposed access roads, utility lines, and construction easements
  - Visual effects that could damage or detract from a historic property's integrity
  - Vibration effects during construction or as a result of project design
  - Additional phases of development that are planned for the future
  - Sealing of caves, fractures, sinkholes, or other karst features
  - Disturbance of vegetation or wetlands
12. List proposed construction impact (surface acres to be impacted, depth of excavation, sealing of caves or other karst features):  
\_\_\_\_\_
13. Describe existing disturbances, vegetation & land use (plowing, other ground disturbances): \_\_\_\_\_

**The following applies only to applications for New TPDES permits and Major Amendments to TPDES Permits:**

14. List construction dates of any buildings or structures on the property:  
\_\_\_\_\_
15. Provide a brief history of the property, and name of the architect/builder, if known:

## 18. General Information

### Permit Application Forms

The new, major amendment, minor amendment, and renewal applications with instructions are available in Adobe Acrobat PDF format on the TCEQ web site: [https://www.tceq.texas.gov/comm\\_exec/forms\\_pubs/search\\_forms.html](https://www.tceq.texas.gov/comm_exec/forms_pubs/search_forms.html)

### TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. Do not send a core data form to TCEQ.

You can search by the RN, CN, name (permittee), or permit number under the search field Additional ID.

The customer (permittee) is responsible for providing current information to the TCEQ, and for updating all CN and RN data for all authorizations as changes occur.

### Fees are associated with a MS4 Permit

Payment of the fees may be made by check or money order payable to TCEQ, or through EPAY (electronic payment through the web). The permit requires two different fees.

(a) Application Fee:

This fee is required to be paid at the time the application is submitted. Failure to submit payment at the time the application is filed will cause delays in acknowledgment or denial of coverage under the general permit.

(b) Mailed Payments

Payment must be mailed in a separate envelope to one of the addresses below. Include the attached Application Fee submittal form. (Send only the application fee submittal form. Do not send a copy of the application.) <fee submittal form only applies to GP's for now>

(c) BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality  
Cashier's Office, MC-214  
P.O. Box 13088  
Austin, TX 78711-3088

(d) BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality  
Cashier's Office, MC-214  
12100 Park 35 Circle  
Austin, TX 78753

(e) ePAY Electronic Payment

Go to: <https://www3.tceq.texas.gov/epay/>

When making the payment you must select Water, and then select the fee under the category MS4. You must include a copy of the payment voucher with your application, which will not be considered complete without the payment voucher.

(f) Annual Water Quality Fee:

This fee is assessed to permittees with an active authorization on September 1 of each year. The permittee will receive an invoice for payment of the annual fee in November. The payment will be due 30 days from the invoice date. A 5% penalty will be assessed if the payment is not received by TCEQ by the due date. Annual fee assessments cannot be waived as long as the permit is active on September 1.

(g) Mailed Payments

Return your payment with the billing coupon provided with the billing statement.

(h) BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality  
Cashier's Office, MC-214  
P.O. Box 13088  
Austin, TX 78711-3088

(i) BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality  
Cashier's Office, MC-214  
12100 Park 35 Circle  
Austin, TX 78753

(j) ePAY Electronic Payment

Go to: <https://www3.tceq.texas.gov/epay/>  
Enter your account number provided at the top portion of your billing statement. Payment methods include MasterCard, Visa, and electronic check payment (ACH). A transaction over \$500 can only be made by ACH.

**19. Instructions for filling out the application form**

**Important Note:**

**More than one entity may be required to apply for the permit as Co-Permittees.**

The selected entity type indicates the name that must be provided as an applicant for a permit, registration or authorization. It also identifies when a co-applicant/co-permittee on an application for a permit, registration or authorization is required.

**Permittee (Applicant)**

**Enter assigned Customer Number (CN)**

TCEQ's Central Registry will assign each customer a number that begins with "CN," followed by nine digits. This is not a permit number, registration number, or license number.

- If this customer has not been assigned a CN, leave the space for the CN blank.

- If this customer has already been assigned this number, enter the permittee's CN.

**Mailing Address**

Provide a complete mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at <http://www.usps.com> for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.

**Phone Number**

This number should correspond to this customer's mailing address given earlier. Enter the area code and phone number here. Leave Extension blank if this customer's phone system lacks this feature.

**Fax Number and E-mail Address**

This number and E-mail address should correspond to applicant's mailing address provided earlier. (Optional Information)

**Type of Customer**

Check only one box that identifies the type of entity. Use the descriptions below to identify the appropriate entity type.

Note that the selected entity type also indicates the name that must be provided as an applicant for a permit, registration or authorization. It also identifies when a co-applicant/co-permittee on an application for a permit, registration or authorization is required.

**Government - Federal, state, county, or city government (as appropriate)**

The customer is either an agency of one of these levels of government or the governmental body itself. The government agency's 'legal name' must be provided as the applicant. A department name or other description of the organization should not be included as a part the 'legal name' as applicant.

**Other**

The customer does not fit any of the above descriptions. Enter a short description of the type of customer in the blank provided.

**Number of Employees**

Check one box to show the number of employees for this customer's entire company, at all locations. This is not necessarily the number of employees at the site named in the APPLICATION.

**Billing Address**

An annual fee is assessed to each permittee on September 1 of each year. Provide the complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number of the permittee's representative responsible for payment of the invoice.

**Country Mailing Information**

If this address is outside the United States, enter the territory name, country code, and any non-ZIP mailing codes or other nonBU.S. Postal Service features here. If this address is inside the United States, leave these spaces blank.

**Regulated Entity (RE) Information on Project or Site**

### Regulated Entity Reference Number (RN)

This is a number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number.

- If this regulated entity has not been assigned an RN, leave this space blank.
- If this customer has been assigned this number, enter the permittee's RN.

A new regulated entity number is assigned by Central Registry for each new MS4 permit application since the area under control of the applicant may overlap with other regulated entities. This RN will be assigned during administrative review of the permit application.

### Site Name/Regulated Entity

Provide the name of the MS4 operation as known by the public in the area where the MS4 is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity.

### Mailing Address for the Regulated Entity

Provide a complete mailing address to be used by TCEQ for receiving mail. In most cases, the address is the same as the permittee.

Name the county, where the largest residential population exists within the MS4's regulated boundaries. If the regulated area falls within additional counties, provide the county names as secondary.

### Latitude and Longitude

The Latitude and Longitude must be the approximate center of the regulated portion of the small MS4. Enter the latitude and longitude of the site in degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to:

<https://tceq.maps.arcgis.com/apps/webappviewer/index.html?id=db5bac44afbc468bbddd360f8168250f&center=-10880375.6338%2C3539362.3539%2C102100&level=13>

### Description of Activity Regulated

In your own words, briefly describe the primary business that you are doing that requires this authorization. Do not repeat the SIC Code description.

### Application Contacts

Provide the name, title and communication information of the person that TCEQ can contact for additional information regarding this application.

### DMR Contact

Provide the name and mailing address of the person responsible for receiving and submitting DMRs as indicated in the permit. The preprinted DMRs will be provided by the TCEQ Enforcement Division unless you chose to submit electronically.

### Submit data On Line.....

Submit on line through eDMR system. Go to Sign up now at:

<https://www3.tceq.texas.gov/steers/>

Establish an electronic reporting account when you get your permit number.

### Certification

Each entity applying for the permit is required to sign the certification statement. The certification must bear an original signature of a person meeting the signatory requirements specified under 30 Texas Administrative Code (TAC) §305.44.

The regulation that controls who may sign an application or similar form is 30 Texas Administrative Code §305.44(a)(3) (see below). According to this code provision, only a ranking elected official or principal executive officer may sign an application or similar form. Persons such as the city mayor or county commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statute(s) under which your government entity was formed. An application or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a)(3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the application or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the TCEQ's Environmental Law Division at 512/239-0600.

30 Texas Administrative Code §305.44. Signatories to Applications.

(a) All applications shall be signed as follows:

For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).