

Attachment E  
Notice of Completion Form

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# **NOTICE OF COMPLETION FORM FOR REGIONAL GENERAL PERMIT (RGP) 8 FOR REPAIR AND PROTECTION ACTIVITIES IN EMERGENCY SITUATIONS**

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## **Instructions for Notice of Completion Form**

The Enrollee must provide the State Water Board and the applicable Regional Water Board copies of all correspondence and reports that are submitted to the Corps to satisfy the requirements of RGP 8. In addition, the Enrollee must file this notice of completion (NOC) form. **This information must be submitted to the State Water Board and appropriate Regional Water Quality Control Board within 45 calendar days of completion of any action conducted under RGP 8.**

**Failure to submit a complete NOC within 45 calendar days of completion of any action conducted under this water quality certification may result in the imposition of administrative and/or civil liability pursuant to Water Code section 13385.**

## **Notice of Completion Form and Document Submittal Information**

### **Electronic Submittal:**

- Locate the email addresses of the “**State Program Manager**” and the appropriate “**Region Program Manager**” from the website:  
[http://www.waterboards.ca.gov/water\\_issues/programs/cwa401/docs/staffdirectory.pdf](http://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/staffdirectory.pdf)
- Address email to the state program manager and appropriate region program manager and include in the subject line: (Attention - RGP 8 Notice of Completion)

### **Hardcopy Submittal Addresses:**

ATTN: Program Manager  
CWA Section 401 WQC Program  
Division of Water Quality  
State Water Resources Control Board  
1001 “I” St. 15th Floor  
Sacramento, CA 95814

ATTN: Program Manager  
CWA Section 401 WQC Program  
Insert mailing address of appropriate Regional Water Board, obtained from:  
[http://www.waterboards.ca.gov/water\\_issues/programs/cwa401/docs/staffdirectory.pdf](http://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/staffdirectory.pdf)

**NOTICE OF COMPLETION FORM FOR REGIONAL GENERAL PERMIT (RGP) 8 FOR  
REPAIR AND PROTECTION ACTIVITIES IN EMERGENCY SITUATIONS**

PROPERTY OWNER		
Name:	Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:
Contact Person:	E-Mail:	
BILLING ADDRESS		
Name:	Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:
Contact Person:	E-Mail:	
ENROLLEE (If different from owner)		
Name:	Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:
Contact Person:	E-Mail:	
PROJECT SITE LOCATION		
Street (include address, if any):		
Nearest Cross Street(s):		
County:	Total size of project site (acres):	
Photos Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Latitude/Longitude (Center of Discharge Area) in degrees/minutes/seconds (DMS) to the nearest ½ second OR decimal degrees (DD) to four decimals (0.0001 degree)		
DMS:    N.    Latitude    Deg. _____ Min. _____ Sec. _____		
W.    Longitude    Deg. _____ Min. _____ Sec. _____		
DD:    N.    Latitude    _____		
W.    Longitude    _____		
<b>Attach a map of at least 1:24000 (1" = 2000') detail of the impact site(s).</b>		
<b>Indicate the map format used (listed in order of preference):</b>		
<input type="checkbox"/> <b>GIS shapefiles.</b> The shapefiles must depict the boundaries of all project areas and extent of aquatic resources impacted. Each shape should be attributed with the aquatic resource type. Features and boundaries should be accurate to within 33 feet (10 meters). Identify datum/projection used and if possible, provide map with a North American Datum of 1983 (NAD38) in the California Teale Albers projection.		
<input type="checkbox"/> <b>Google KML files</b> saved from Google Maps: My Maps (free) or Google Earth Pro (not free). Maps must show the boundaries of all project areas and extent/type of aquatic resources		



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impacted.\*

☐ Aquatic resource maps marked on paper USGS 7.5 minute **topographic maps** or DOQQ printouts. Maps must show the boundaries of all project areas and extent/type of aquatic resources impacted.

**\* If using Google Maps: My Maps or similar, provide URL(s) of maps.**

**DISCHARGE INFORMATION**

Project Start Date:

Project Completion Date:

Names of Receiving Water(s):

Receiving Water Types:

☐ Lake/Reservoir

☐ Riparian Area

☐ Ocean/Estuary/Bay

☐ Vernal Pool

☐ River/Streambed

☐ Wetland

Regulatory Agencies with Jurisdiction Over Project and Associated Permits/Agreements:

Emergency Project Description: (e.g. discharge of riprap; discharge of fill; excavation for a utility line)

Purpose of the Entire Project Activity: (e.g. stream-bank erosion control; maintain, repair, or restore damaged property)

Erosion and Sediment Control Measures Implemented:

Pollution Prevention Measures Implemented:

**Fill and Excavation Discharges:** For each aquatic resource type listed below indicate in acres, cubic yards, and linear feet the actual discharge to waters of the state, and identify the impact(s) as permanent and/or temporary.

Aquatic Resource Type	Temporary Impact			Permanent Impact		
	Acres	Cubic Yards	Linear Feet	Acres	Cubic Yards	Linear Feet
Lake/Reservoir						
Ocean/Estuary/Bay						
Riparian Zone						
Stream Channel						
Vernal Pool						
Wetland						

**NOTICE OF COMPLETION FORM FOR REGIONAL GENERAL PERMIT (RGP) 8 FOR  
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<b>COMPENSATORY MITIGATION</b>	
Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Photos Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Compensatory Mitigation Description (include aquatic resource type and acres and linear feet):	
<b>MITIGATION SITE LOCATION</b>	
Street (include address, if any):	
Nearest Cross Street(s):	
County:	
Latitude/Longitude (Center of Mitigation Area) in degrees/minutes/seconds (DMS) to the nearest ½ second OR decimal degrees (DD) to four decimals (0.0001 degree)	
DMS: N. Latitude Deg. _____ Min. _____ Sec. _____	
W. Longitude Deg. _____ Min. _____ Sec. _____	
DD: N. Latitude _____	
W. Longitude _____	
<p><b>Attach a map of at least 1:24000 (1" = 2000') detail of the mitigation site.</b></p> <p><b>Indicate the map format used</b> (listed in order of preference):</p> <p><input type="checkbox"/> <b>GIS shapefiles.</b> The shapefiles must depict the boundaries of all project(s) and extent of aquatic resources. Each shape should be attributed with the aquatic resource type. Features and boundaries should be accurate to within 33 feet (10 meters). Identify datum/projection used and if possible, provide map with a North American Datum of 1983 (NAD38) in the California Teale Albers projection.</p> <p><input type="checkbox"/> <b>Google KML files</b> saved from Google Maps: My Maps (free) or Google Earth Pro (not free). Maps must show the boundaries of all project(s) and extent/type of aquatic resources.*</p> <p><input type="checkbox"/> Aquatic resource maps marked on paper USGS 7.5 minute <b>topographic maps</b> or DOQQ printouts. Maps must show the boundaries of all project(s) and extent/type of aquatic resources.</p> <p><b>* If using Google Maps: My Maps or similar, provide URL(s) of maps.</b></p>	

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**CERTIFICATION**

"I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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 that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, I certify that the provisions of this Certification and Corps Regional General Permit No. 8 will be complied with."

Signature of Discharger

Title

Printed or Typed Name

Date





Attachment D  
Notice of Intent Form

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## NOTICE OF INTENT (NOI) FORM FOR REGIONAL GENERAL PERMIT (RGP) 8 FOR REPAIR AND PROTECTION ACTIVITIES IN EMERGENCY SITUATIONS

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**(Attach fee check here)**

### **Instructions for Notice of Intent (Attachment D)**

The prospective Enrollee must notify the State Water Board and the applicable Regional Water Board at least forty-eight (48) hours prior to initiating the emergency project. Notification may be via telephone, e-mail, delivered written notice, or other verifiable means. **This notification must be followed within three (3) business days by electronic or written submission of all of the information in this notice of intent (NOI).**

Locate the Regional Water Quality Control Board your emergency project is located in at:

[http://www.waterboards.ca.gov/waterboards\\_map.shtml](http://www.waterboards.ca.gov/waterboards_map.shtml)

Locate the contact information for the "State Program Manager" and the appropriate "Region Program Manager" from the website:

[http://www.waterboards.ca.gov/water\\_issues/programs/cwa401/docs/staffdirectory.pdf](http://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/staffdirectory.pdf)

- Address notification email to the state program manager and appropriate region program manager and include in the subject line: (Attention: RGP 8 – Notice of Intent); or
- Call the state program manager and appropriate region program manager; or
- Send written notification to the following addresses:

ATTN: Program Manager  
CWA Section 401 WQC Program  
Division of Water Quality  
State Water Resources Control Board  
1001 "I" St. 15th Floor  
Sacramento, CA 95814

ATTN: Program Manager  
CWA Section 401 WQC Program  
Insert address of appropriate Regional Water Board, obtained from:  
[http://www.waterboards.ca.gov/water\\_issues/programs/cwa401/docs/staffdirectory.pdf](http://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/staffdirectory.pdf)

The Enrollee must provide to the appropriate Regional Water Board the fee for review and processing of the NOI in accordance with California Code of Regulations, title 23, section 2200 within forty-eight (48) hours of project initiation. Failure to promptly pay the correct fee amount may result in a disqualification for enrollment pursuant to this water quality certification.

The fee amount is calculated using the "Emergency Projects authorized by a Water Board General Order" fee category within the **Dredge and Fill Fee Calculator** located at:

[http://www.waterboards.ca.gov/water\\_issues/programs/cwa401/index.shtml](http://www.waterboards.ca.gov/water_issues/programs/cwa401/index.shtml)

The Water Boards recognize there may be situations where imminent threats to life or property occur and the Enrollee has not received a notice of applicability (i.e., the notification from the Water Board that the Enrollee has successfully enrolled under this Certification). If immediate, specific actions, as defined in the California Code of Regulations, title 14, section 15269(c), are required by the Enrollee and prior notice to the State Water Board and the applicable Regional Water Board is not possible, then the Enrollee must contact the State Water Board and the applicable Regional Water Board within one (1) business day of the action. **As provided above, this notification must be followed within three (3) business days by electronic or written submission of all of the information in this NOI.**

**NOTICE OF INTENT (NOI) FORM FOR REGIONAL GENERAL PERMIT (RGP) 8 FOR  
REPAIR AND PROTECTION ACTIVITIES IN EMERGENCY SITUATIONS**

PROPERTY OWNER		
Name:	Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:
Contact Person:	E-Mail:	
PROSPECTIVE ENROLLEE (If different from owner)		
Name:	Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:
Contact Person:	E-Mail:	
PROJECT SITE LOCATION		
Street (include address, if any):		
Nearest Cross Street(s):		
County:	Total size of project site (acres):	
Latitude/Longitude (Center of Discharge Area) in degrees/minutes/seconds (DMS) to the nearest ½ second OR decimal degrees (DD) to four decimals (0.0001 degree)		
DMS:	N. Latitude	Deg. _____ Min. _____ Sec. _____
	W. Longitude	Deg. _____ Min. _____ Sec. _____
DD:	N. Latitude	_____
	W. Longitude	_____
Map Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Photos Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		

DISCHARGE INFORMATION	
Names of Receiving Water(s):	
Receiving Water Types:	
<input type="checkbox"/> Lake/Reservoir <input type="checkbox"/> Ocean/Estuary/Bay <input type="checkbox"/> River/Streambed	<input type="checkbox"/> Riparian Area <input type="checkbox"/> Vernal Pool <input type="checkbox"/> Wetland
Emergency Project Description:	



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Proposed Solution to Emergency:
Erosion and Sediment Control Measures Proposed:
Description of how Emergency Definition is Satisfied: (i.e., unexpected; potential loss of life or property)
Which of these criteria does the project satisfy? (Check all that apply)
<input type="checkbox"/> Projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with section 8550 of the Government Code.
<input type="checkbox"/> Emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety, or welfare.
<input type="checkbox"/> Specific actions necessary to prevent or mitigate an emergency. This does not include long-term projects undertaken for the purpose of preventing or mitigating a situation that has a low probability of occurrence in the short-term.
<input type="checkbox"/> Projects undertaken, carried out, or approved by a public agency to maintain, repair, or restore an existing highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide, provided that the project is within the existing right of way of that highway and is initiated within one year of the damage occurring. This does not apply to highways designated as official State scenic highways, nor any project undertaken, carried out, or approved by a public agency to expand or widen a highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide.
<input type="checkbox"/> Seismic work on highways and bridges pursuant to section 180.2 of the Streets and Highways Code, section 180 et seq.

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**Fill and Excavation Discharges:** For each aquatic resource type listed below indicate in acres, cubic yards, and linear feet the estimated discharge to waters of the state, and identify the impact(s) as permanent and/or temporary.

Aquatic Resource Type	Temporary Impact			Permanent Impact		
	<i>Acres</i>	<i>Cubic Yards</i>	<i>Linear Feet</i>	<i>Acres</i>	<i>Cubic Yards</i>	<i>Linear Feet</i>
Lake/Reservoir						
Ocean/Estuary/Bay						
Riparian Zone						
Stream Channel						
Vernal Pool						
Wetland						

**CERTIFICATION**

"I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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 that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, I certify that the provisions of this Certification and Corps Regional General Permit No. 8 will be complied with."

Signature of Discharger

Title

Printed or Typed Name

Date