



RENEWAL APPLICATION INSTRUCTIONS FOR CONTINUED COVERAGE UNDER THE SAND AND GRAVEL GENERAL PERMIT

To Discharge Process Water, Storm Water, and Mine Dewatering Water Associated with Sand and Gravel Operations, Rock Quarries, and Similar Mining Operations, including Stockpiles of Mined Materials, Concrete Batch Operations and Hot Mix Asphalt Operations

Introduction:

These instructions are for facilities that already have coverage under the existing sand and gravel general permit. General Condition G24 requires permittees to reapply for coverage at least 180 days prior to the expiration date of the permit. Complete the application and return it to the appropriate regional office.

Completing the Application for Coverage:

The Application for Coverage (application) is an official document committing the applicant to compliance with the requirements of the general permit. Be thorough and accurate in completing the application. To assure that your information is legible, please print in ink or type.

Line By Line Instructions:

PERMIT NUMBER. Please record the last four numbers of the permit for which you are requesting continued coverage.

SECTION I. - PERMITTEE

The Permittee is the entity that is applying for coverage under the sand and gravel general permit. The Permittee must have the legal authority to enter into this contract with Ecology and to assure that the site is managed according to the terms and conditions of the permit.

Business/Company Name: The legal name of the business/company that is applying for permit coverage.

Responsible Person: The name of the person who has the legal authority to represent the business/company and commit to the terms and conditions of the permit.

SECTION II. RESPONSIBLE PARTIES MAILING AND CONTACT INFORMATION:

Ecology must have at least one complete address for mailing purposes. The "Primary Mailing Address" is the address that you want all official Ecology correspondence mailed to. Official correspondence includes any information about permit compliance or clarification. Official correspondence can have legal consequences and can require an action or response from the permittee. It is important to provide address information that assures the right person will be notified. This address can be the "Owner", the "Operator", or "Other".

Ecology must also have a mailing address for the Owner and the Operator of the site. If the owner and operator are the same and are entered as the primary mailing address then no further information is required. If the primary mailing address is "Other", then you must include a mailing address for the owner and operator. You may have to include 3 addresses.

Name: The legal name of the owner/operator or person receiving the mail. This will typically be the company name as it appears on the business license.

Mailing Address: The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

City: Provide the city, state, and ZIP Code +4 designation.

Responsible Person: Give the name and telephone number of the person who is the responsible person. In the case of a corporation, a responsible corporate officer or a duly authorized representative; for a partnership or sole proprietorship, by a general partner or proprietor; for a municipal, state, or other public agency, by either a principal executive officer, ranking elected official, or other duly authorized employee.

UBI Number: The Unified Business Identifier (also called Washington State Tax Identification Number, Labor and Industries Identification Number, or Licensing Number) is also necessary for the owner and may be applicable for the operator.

SECTION III. BILLING ADDRESS AND CONTACT INFORMATION:

This is the mailing address where Ecology will send permit fee information. Permit fee information includes the annual fee invoice, notice of delinquency and notice of fee rule actions. Fill out this section even if it is the same as Section I.

Business/Company Name: The legal name of the business/company that is responsible for paying the permit fee.

Mailing Address: The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

City: Provide the city, state, and ZIP Code+4 designation.

Billing Contact: Give the name and telephone number of the person who will serve as the contact person with Ecology for fee related questions.

Site Identifier: The site identifier is not required. If you want fee mailings from Ecology to reference an identifier that you use to track billings, enter that identifier here.

SECTION IV. Physical Location of Facility/Site: The information will be used to locate the facility for site visits and for data tracking purposes. This section provides information about the **physical location** of the site. This is not for mailing purposes. Enter the facility's official or legal name. Provide the street address for the facility. If no street address is available, provide appropriate location information, such as a highway or road designation.

Site Name: The legal name of the business/company that operates the permitted site.

Street Address: Provide the street address where the permitted facility is located. If no street address is available, provide appropriate location information, such as a highway or road designation.

City and County: The name of the city and county where the site is located. When located outside of city limits, provide the name of the city closest to the site.

Site Contact Person: Provide the name and telephone number of the person who will typically be at the site and would be the designated person to contact when Ecology conducts a site visit.

Legal Description: There are two options to designate the geographical location of the site. Latitude/Longitude is required information for Ecology's computer data system. If you do not have that information, it will be generated from the other location information. You must provide at least one of the two types of location information:

Section/Township/Range - A legal description of the property to the nearest 40 acre tract.

Latitude/Longitude: Latitude and Longitude of the property in decimal format with 3 digits to the right of the decimal. Use NAD83 datum. (Example latitude 47.234)

Directions to site: The directions box should briefly describe how to find the site from a readily identifiable nearby landmark/location.

SECTION V. Regulatory Status:

This section is divided into two areas:

The first area requests information on any existing permits for the facility other than the Sand and Gravel Permit.

The second area requests information regarding ground water protection designations. Indicate by checking yes or no, whether the site is in a Critical Aquifer Recharge Area, a designated Wellhead Protection Area, or a Sole Source Aquifer.

Critical Aquifer Recharge Areas are designated by the local jurisdiction. Wellhead protection information is available from your local government planning agency and the water system operator in your area. Sole Source Aquifers are designated by the U.S. E.P.A. and can be found on their web site at <http://yosemite.epa.gov/r10/water.nsf>. Click on Sole Source Aquifers.

SECTION VII. Site Map:

Include a map of your site when you submit the application. The site map will locate and document drainage and discharge structures, an outline of the drainage areas for each discharge point including discharges to ground water. The site map shall also identify nearby and on-site surface water bodies. The map should identify all areas associated with industrial activities. Lands adjacent to the site shall also be depicted where helpful in identifying discharge points or drainage routes. This information should be designated in the map legend. Refer to **Special Condition S5A3, on page 18 and S9B.1, on page 26** of the permit for more information.

The site map will locate and document drainage and discharge structures, an outline of the drainage areas for each discharge point including discharges to ground water. The site map shall also identify nearby and on-site surface water bodies. The map should identify all areas associated with industrial activities. Lands adjacent to the site shall also be depicted where helpful in identifying discharge points or drainage routes.

SECTION VII. Site Map: (continued)

Storm Sewer: The name of a receiving storm sewer could be a municipality, flood control district, utility or private entity (e.g. industrial park).

Ground Water: Discharges to ground are direct or indirect discharges to ground water. Discharges to dry wells, drainfields, unlined truck washouts, infiltration basins or unlined lagoons are included in this category.

Surface Water: Discharges to surface water include discharges from the site which flow directly to surface waters of the state. This includes discharges to rivers, lakes, creeks, ditches, wetlands, estuaries, saltwater or other surface water bodies.

SECTION VIII. Site Activities Information:

This section is designed to collect information for fee assessment and to help in the development of Discharge Monitoring reports.

Activity: Indicate what activities take place at the site by checking the appropriate boxes. Note that Ecology is changing from SIC Codes to NAICS numbers.

Table 1. Standard Industrial Code and corresponding North American Industry Classification System (NAICS) number.

SIC number and description	NAICS number and description (if different from SIC)
0811 Timber Tracts (long term timber farms)	113110
1411 Dimension Stone	212311 Dimension Stone Mining and Quarrying
1422 Crushed and Broken Limestone	212312 Crushed and Broken Limestone Mining and Quarrying
1423 Crushed and Broken Granite	212313 Crushed and Broken Granite Mining and Quarrying
1429 Crushed and Broken Stone, NEC	212319 Other Crushed and Broken Stone Mining and Quarrying
1442 Construction Sand and Gravel	212321 Construction Sand and Gravel Mining
1446 Industrial Sand	212322 Industrial Sand Mining
1455 Kaolin and Ball Clay	212324 Kaolin and Ball Clay Mining
1459 Clay, Ceramic, and Refractory Minerals, NEC	212325 Clay and Ceramic and Refractory Minerals Mining
1499 Miscellaneous Nonmetallic Minerals, Except Fuels (bituminous limestone and bituminous sandstone)	212319 Other Crushed and Broken Stone Mining and Quarrying
1499 Miscellaneous Nonmetallic Minerals, Except Fuels (except bituminous limestone and bituminous sandstone)	212399 All Other Nonmetallic Mineral Mining
2411 Logging	113310
2951 Asphalt Paving Mixtures and Blocks	324121 Asphalt Paving Mixture and Block Manufacturing
3273 Ready-Mixed Concrete	327320 Ready-Mix Concrete Manufacturing
3272 Concrete Products, Except Block and Brick (concrete pipe)	327332 Concrete Pipe Manufacturing
3272 Concrete Products, Except Block and Brick (concrete products, except dry mix concrete and pipe)	327390 Other Concrete Product Manufacturing
3272 Concrete Products, Except Block and Brick (dry mixture concrete)	327999 All Other Miscellaneous Nonmetallic Mineral Product Manufacturing

SECTION VIII. (continued)

Production Amounts:

In the spaces provided, indicate the quantity of each product mined or produced on an annual basis using the codes provided below. Select the appropriate table and use the column on the left to determine the range of annual production in cubic yards or tons for each product mined or produced at the facility. Enter the corresponding code. For concrete and asphalt producers enter the production for the previous three years. If less than three years of production history are available, use an average for the actual number of years of production.

Mined Products - Sand, Sand & Gravel, Quarry Rock, Clay, Other	
Quantity In Tons Per Year	Code
Less than 50,000	MA
50,000 to less than 100,000	MB
100,000 to less than 200,000	MC
200,000 to less than 350,000	MD
350,000 to less than 500,000	ME
500,000 to less than 650,000	MF
650,000 or greater	MG

Concrete Production	
Cubic Yards Per Year	Code
Less than 25,000	CA
25,000 to 199,000	CB
200,000 or greater	CC
Asphalt Production	
Tons Per Year	Code
Less than 50,000	AA
50,000 to 299,000	AB
300,000 or greater	AC

Additional activities conducted on site: Check the appropriate boxes for this section as they apply to your site. For Other, this may refer to activities such as storage of materials or equipment, solid waste / reclamation materials being brought onto your site, or an activity not addressed specifically in the permit.

SECTION IX. Facility Activity Status:

1. Indicate whether your site will be Active or Inactive at the time of permit reissuance.
2. Indicate whether or not the facility operates year round. If not, indicate which SIC Code activities occur and during which months.

SECTION X. Plan Preparation and Review

Indicate the status of your Stormwater Pollution Prevention Plan, Monitoring Plan, Erosion and Sediment Control Plan, and Spill Plan by checking the appropriate box.

SECTION XI. – Certification By Permittee:

The applicant should read this section carefully. A responsible official or authorized representative of the owner shall print or type his or her name for clarity, then sign and date the document on the lines provided.

- For a corporation, the application must be signed by a responsible corporate officer or a duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates.
- For a partnership, the application must be signed by a general partner.
- For a sole proprietorship, the application must be signed by the proprietor.
- For a municipal, state or other public agency, the application must be signed by either a principal executive officer, ranking elected official, or other duly authorized employee.

In the case of co-permittees, both the operator/contractor and the owner/representative must sign the application.

Where to Send Applications:

Completed applications should be mailed to the appropriate Ecology Regional Office based on the county in which the facility is located:

REGIONAL OFFICE ADDRESS	COUNTY IN WHICH FACILITY IS LOCATED	
Washington State Dept of Ecology Central Regional Office 15 West Yakima Avenue, Suite 200 Yakima, WA 98902-3401 Attn: Water Quality Permit Coordinator Phone (509) 454-7869	Benton Chelan Douglas Kittitas	Klickitat Okanogan Yakima
Washington State Dept of Ecology Eastern Regional Office North 4601 Monroe, Suite 202 Spokane, WA 99205-1295 Attn: Water Quality Permit Coordinator Phone (509) 329-3565	Adams Asotin Columbia Ferry Franklin Garfield Grant	Lincoln Pend Oreille Spokane Stevens Walla Walla Whitman
Washington State Dept of Ecology Northwest Regional Office 3190 160th Avenue Southeast Bellevue, WA 98008-5452 Attn: Water Quality Permit Coordinator Phone (425) 649-7201	Island King Kitsap San Juan	Skagit Snohomish Whatcom
Washington State Dept of Ecology Southwest Regional Office 300 Desmond Drive Post Office Box 47775 Olympia, WA 98504-7775 Attn: Water Quality Permit Coordinator Phone (360) 407-6280	Clallam Clark Cowlitz Grays Harbor Lewis	Mason Pacific Pierce Skamania Wahkiakum

TTY or TDD for WASHINGTON State is: 711