

Instructions for Completing the Wyoming Notice of Partial Transfer Under the Large Construction General Permit for Storm Water Discharges – WYR100000



Purpose of the Notice of Partial Transfer (NPT). This form should be used when the intent is transferring part of a larger project to another operator. The most likely examples are the transfer of individual or groups of residential or commercial lots from a developer to a builder or the transfer of selected oil and gas assets to a new operator while the original operator retains operational control of the remaining project.

Timing of transfer and “good standing” of the transferred permit. Chapter 2, Section 19 of the Wyoming Water Quality Rules and Regulations allows for either a conditional or automatic transfer of WYPDES permits (including storm water authorizations) from one operator to another. Conditional transfers occur when the Department has either modified or revoked the original permit and reissued a permit to the new permittee. Automatic transfers occur 30 days after receipt of a Notice of Partial Transfer (NPT) or Notice of Transfer and Acceptance (NOTA) unless the Department takes an action to revoke or modify the associated permit.

Generally, automatic transfers will only be allowed on permits in “good standing.” “Good standing” means, at a minimum, that all permit fees and bonding requirements are paid up to date and there are no unresolved violations pending on the permit. The WQD may make a permit transfer effective at any time after the receipt of this form, however, it will automatically become effective after 30 days, if not otherwise disallowed. The WDEQ will provide a new letter of authorization (LOA) to the new permittee.

NPT pre-file checklist. Be sure to address each requirement before mailing or hand delivering your NPT.

Part 1, To be completed by the CURRENT permittee. This section should be completed and signed by the current permittee. Provide your current authorization number and up to date contact information so that we may ensure that we are addressing the correct project. Your authorization number will not change, but we will need to update the records noting that part of the project has been transferred to a new operator.

You must sign Part 1 and we must have the original signature. NPTs with copied signatures will be returned to the party with the copied signature.

Note that both parties will receive confirming correspondence once the transfer is complete. If you do not receive a letter from this office in a reasonable amount of time, please contact us to learn the status of the transfer. Most commonly, we never received the NPT from the new permittee. The current permittee is responsible for permit compliance until the transfer is complete and the participating parties have been notified.

Parts 2-7 are to be completed by the NEW permittee.

Part 2, Contact information for the NEW permittee. The legally responsible person must be a vice president or higher or a general manager responsible for the overall operation of the facility. The legally responsible person may also be a partner (in a partnership), a sole proprietor, or a ranking elected or executive in a unit of government.

The address provided should be a mailing address. It does not need to be a physical location. At least one phone number should be provided. Fax number is optional.

Local facility contact may be the same as the permittee contact. The local contact may be an employee of the permittee company or a consultant. If permittee and local contacts are the same, you may check the box indicating that the contacts are the same and need not fill out the local contact information.

The local contact should be a person with good knowledge of the facility and who has regular access to the project/facility. This will be the primary contact for program inspections or facility questions. The address provided should be a mailing address.

Part 3, Site/project information.

- ✧ List the total acres transferred to your company, whether or not they are or will be disturbed.
- ✧ List the number of acres that will be disturbed throughout the life of the project; even if those disturbances may not occur all at once.
- ✧ Provide the location of the project. Location may be provided as lot numbers; section, township, and range; or as address(es).
- ✧ Provide the date you expect your part of the project to meet the condition of “finally stabilized.” See the definition in Part 2.8 of the permit.
- ✧ List the county (or counties) where your portion of the project is located.
- ✧ List the project latitude and longitude as decimal degrees to five decimal places. The listed lat/long can be anywhere within the project.
- ✧ List all receiving waters that may receive storm water runoff from your portion of the project. If your project will discharge to a storm drain, you will need to determine where the storm drain discharges.
- ✧ Will a sediment basin or pond as described in the permit Part 7 be included as a best management practice (BMP) on your site? If so, there may be engineering requirements – see the permit at Parts 7.10 and 7.11 for more detailed information.

Part 4, Permit fee. The NPT causes new permit coverage to be issued to the part of the project transferred to a new operator. Because this is new coverage, the new permittee is subject to required WYPDES permit fees.

- ✧ Determine the date you plan to submit the NPT to the Storm Water Program. This will be the starting point to calculate the permit fee.
- ✧ Determine when you expect the project to achieve final stabilization. This will be the expected/requested expiration date. If you expect to achieve final stabilization after February 1, 2020 (the date the general permit expires), then use February 1, 2020 as your expiration date as coverage under the LCGP cannot exceed the expiration of the general permit. If your project has not achieved final stabilization by the general permit expiration, you will renew under the new general permit when it is issued.
- ✧ With these two dates go to http://deq.state.wy.us/wqd/WYPDES_Permittng/Permit_Fees/feecalc.html to calculate your permit fee and provide that information in the Amount Remitted section.
- ✧ If you have your check number available, please enter it here. Leave it blank if you don't know the number.

Part 5, Attachments. The NEW permittee must attach the following:

- ✧ A complete copy of their Storm Water Pollution Prevention Plan (SWPPP, see Part 8 of the permit). The NEW permittee may use the overall project SWPPP if it is accurate, complete, and relevant to the transferred facility. If not, the NEW permittee must develop a project SWPPP for their portion of the project. An NPT without a complete SWPPP will not be processed and the transfer will be delayed.
- ✧ A check for the permit fee. No NPT will be processed without the appropriate permit fee and the requested transfer will be delayed.

Part 6, Copy of general permit. Do you wish to receive a copy of the general permit with the Letter of Authorization (LOA) that will be issued for your project? If you check ‘no’ you will only receive the LOA.

Part 7, Certification. A “legally responsible person” for the NEW permittee must sign and date the NPT. Please print the name legibly and provide this person’s title. Mail or hand deliver to the Storm Water Program office in Cheyenne. The address is at the bottom of the NPT.