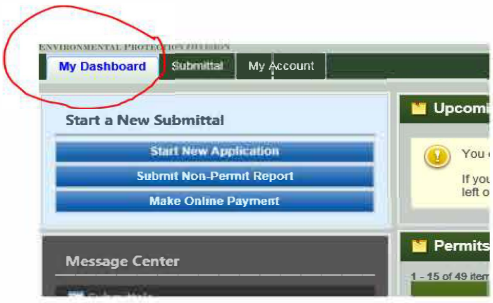
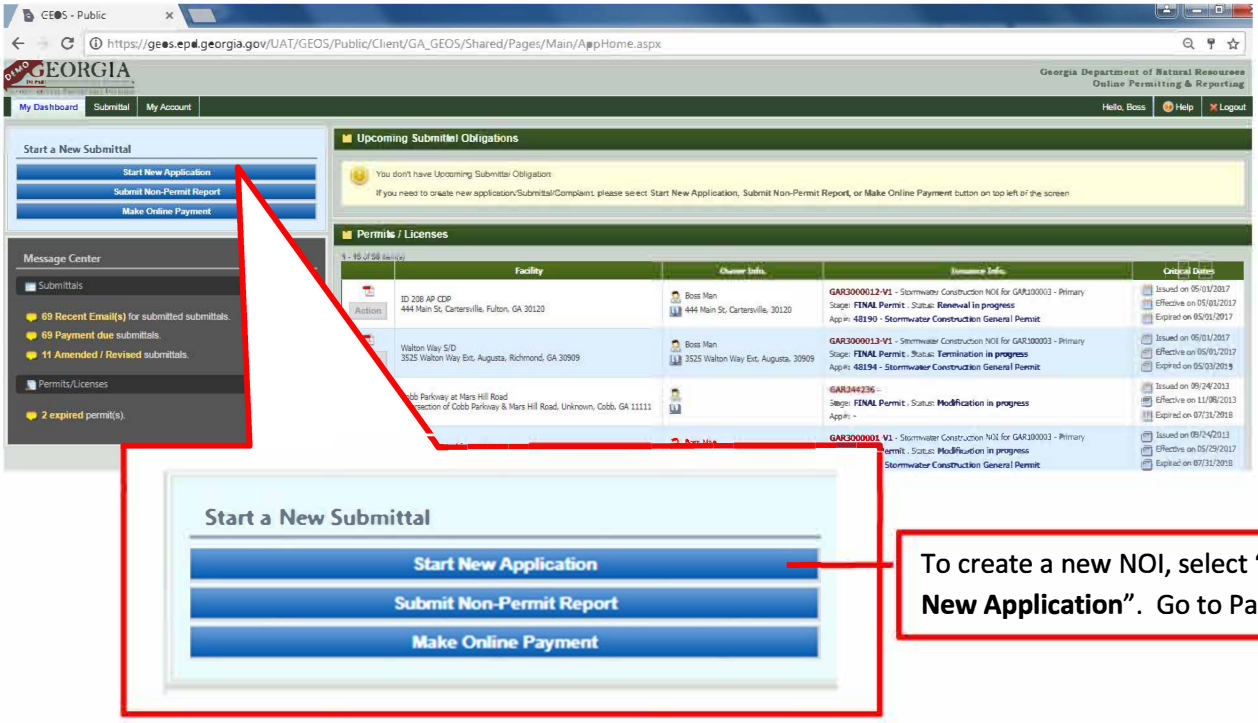
Click here to access GEOS

How to submit a Notice of Intent using GEOS



Once you have created or logged in to your account, look for the "**My Dashboard**" tab in the menu near the top of the screen.

Just below the "My Dashboard" tab are three choices.

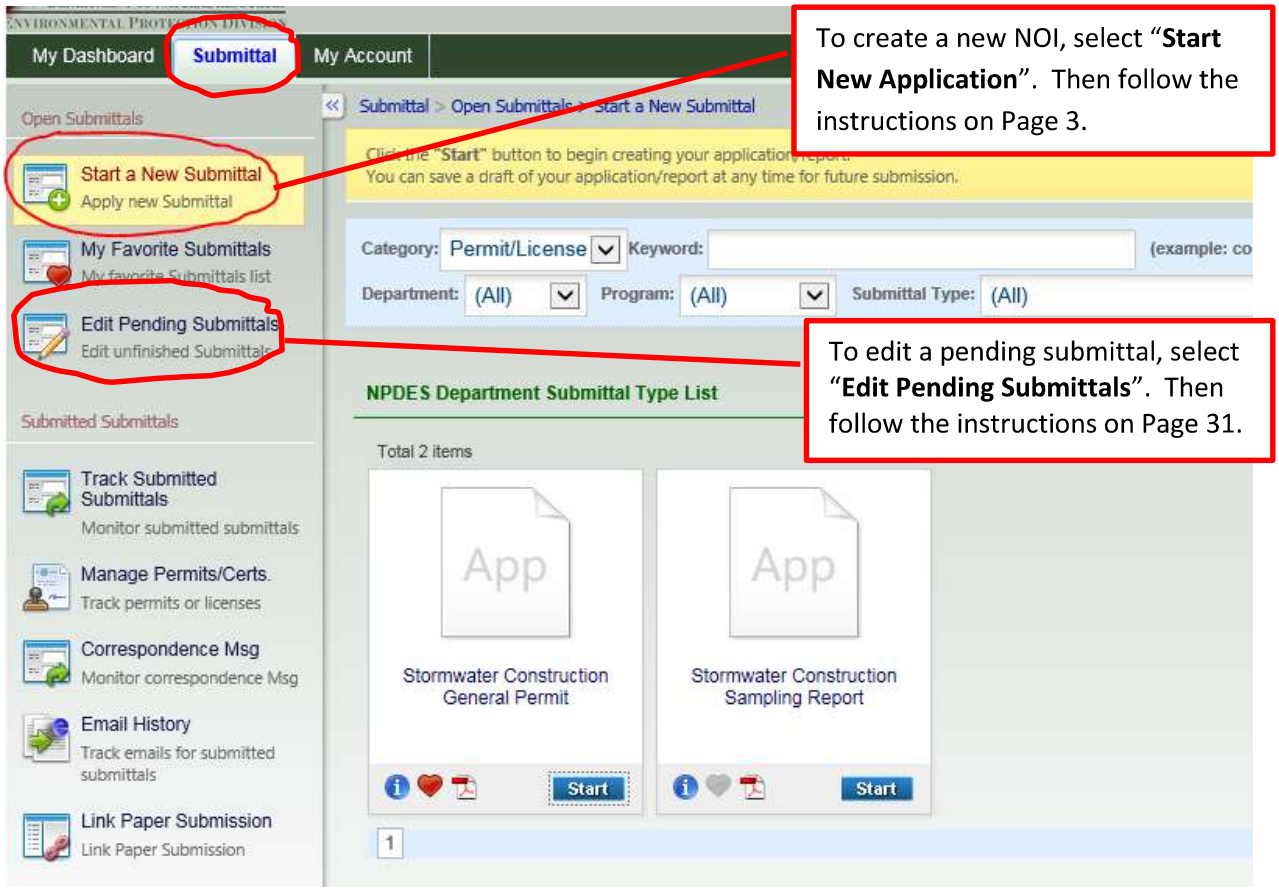


To create a new NOI, select "**Start New Application**". Go to Page 3.

Note: To edit a pending submittal, go to page 2.

How to submit a Notice of Intent using GEOS (Continued)

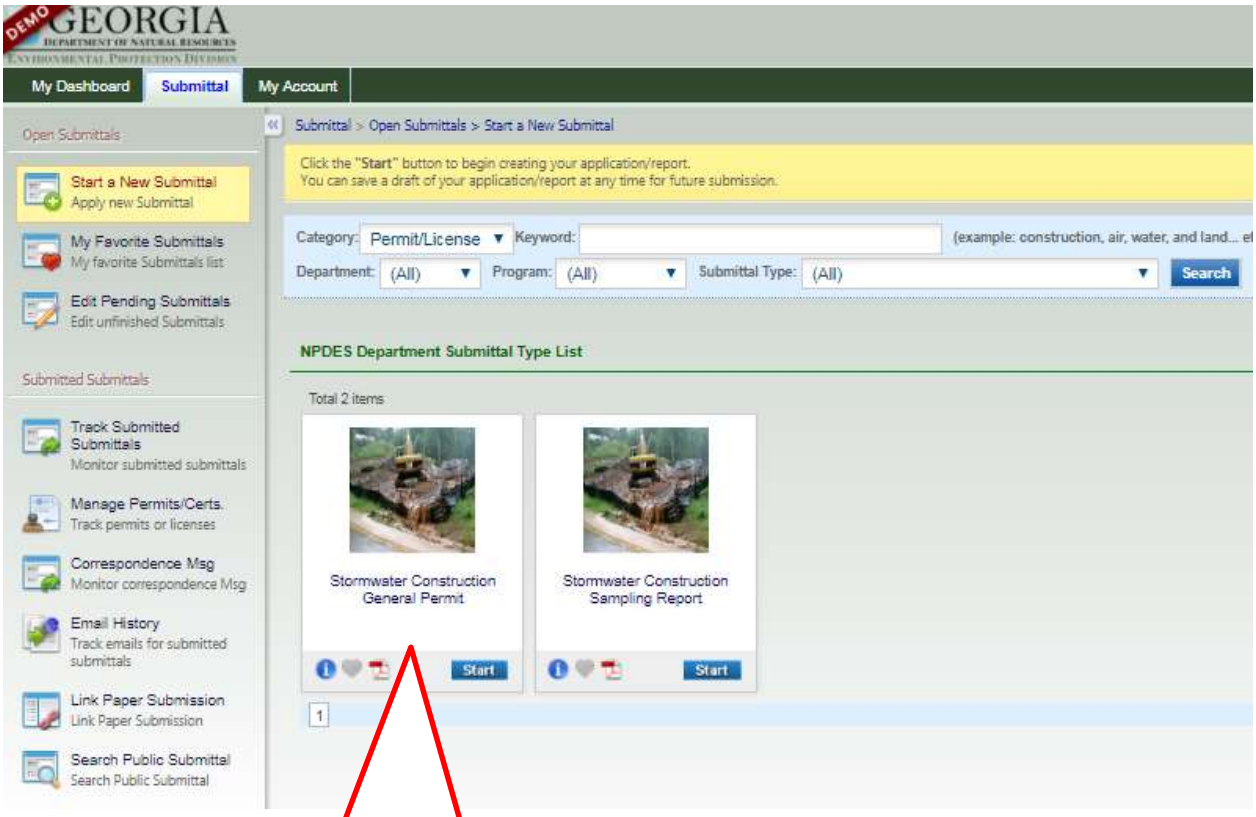
Once you are logged in to your account, you can submit a New NOI or Edit a Pending Submittal, by clicking the "**Submittal**" tab menu near the top of the screen.

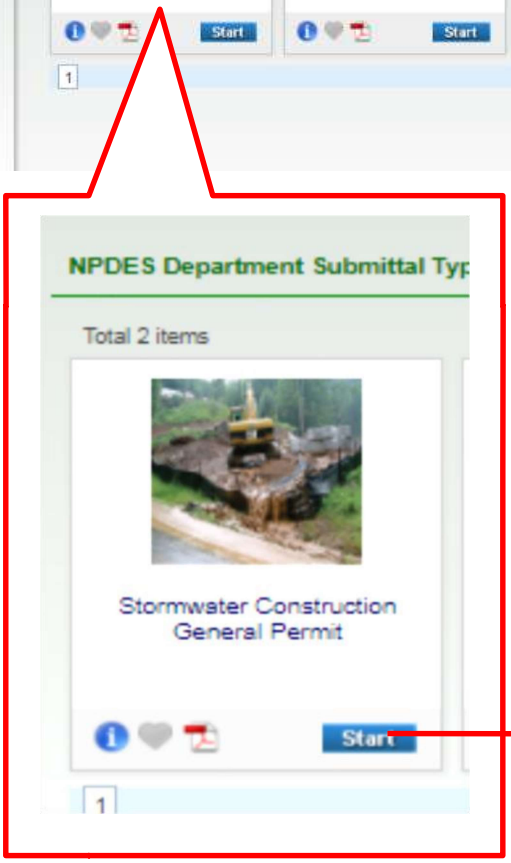


To create a new NOI, select "**Start New Application**". Then follow the instructions on Page 3.

To edit a pending submittal, select "**Edit Pending Submittals**". Then follow the instructions on Page 31.

NPDES Department Submittal Type List





To create a new NOI, select "**Start**" under the "**Stormwater Construction General Permit**". Go to Page 4.

Stormwater Construction General Permit - Coverage Desired

Select the appropriate option for the desired permit coverage. Note: Additional options will appear only if Common Development is selected.

Construction activities that are not part of a common development, where the primary permittee chooses not to use secondary permittees.

Construction activities that are not part of a common development that include the construction, installation and maintenance of roadway and railway projects and conduits, pipes, pipelines, substations, cables, wires, trenches, vaults, manholes and similar or related structures for the conveyance of natural gas (or other types of gas), liquid petroleum products, electricity, telecommunications (telephone, data; television, etc.), water, storm water or sewage.

A contiguous area where multiple, separate, and distinct construction activities will be taking place at different times on different schedules under one plan of development on or after August 1, 2000.

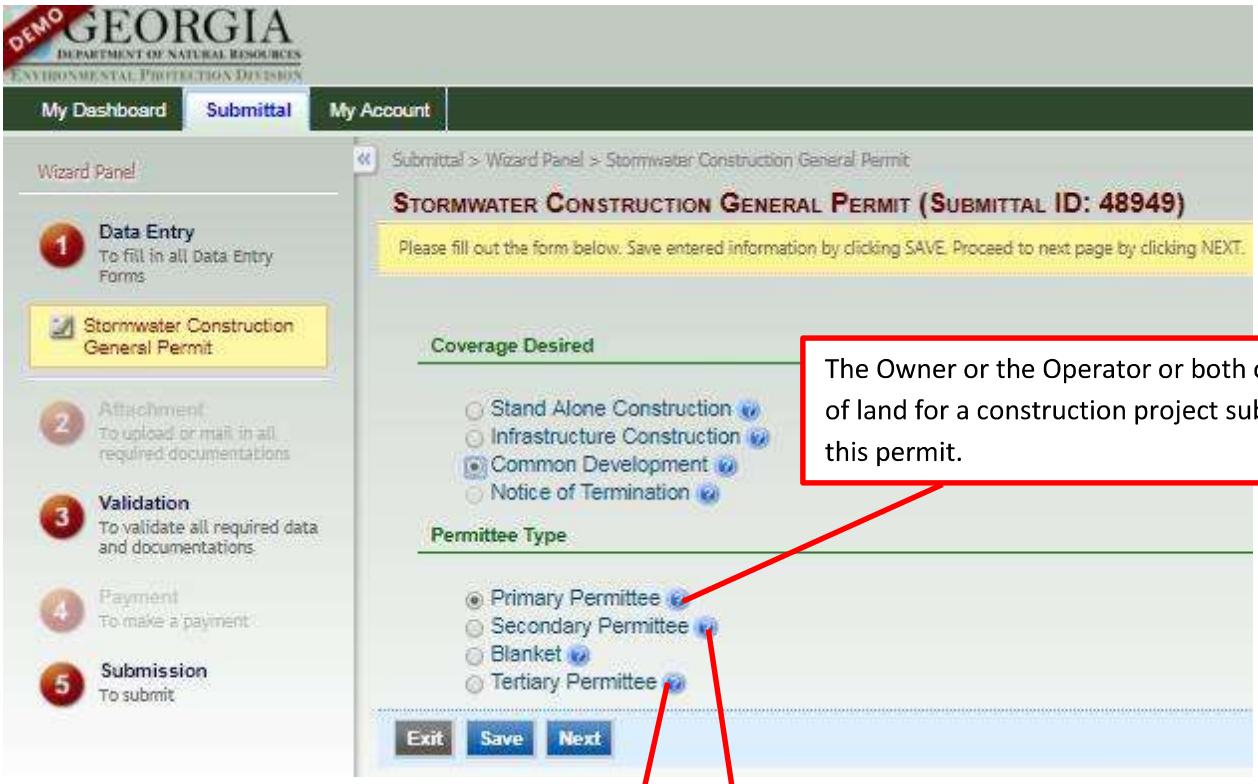
Select the appropriate option for the desired permit coverage. Select "**Next**".
For a "**Stand Alone**" Permit, go to page 6.

For an "**Infrastructure**" Permit, go to page 6.

For a "**Common Development**" Permit, go to page 5.

Common Development

When selecting "**Common Development**", select the appropriate Permittee Type: **Primary Permittee, Secondary, or Tertiary**. Select **Next**.



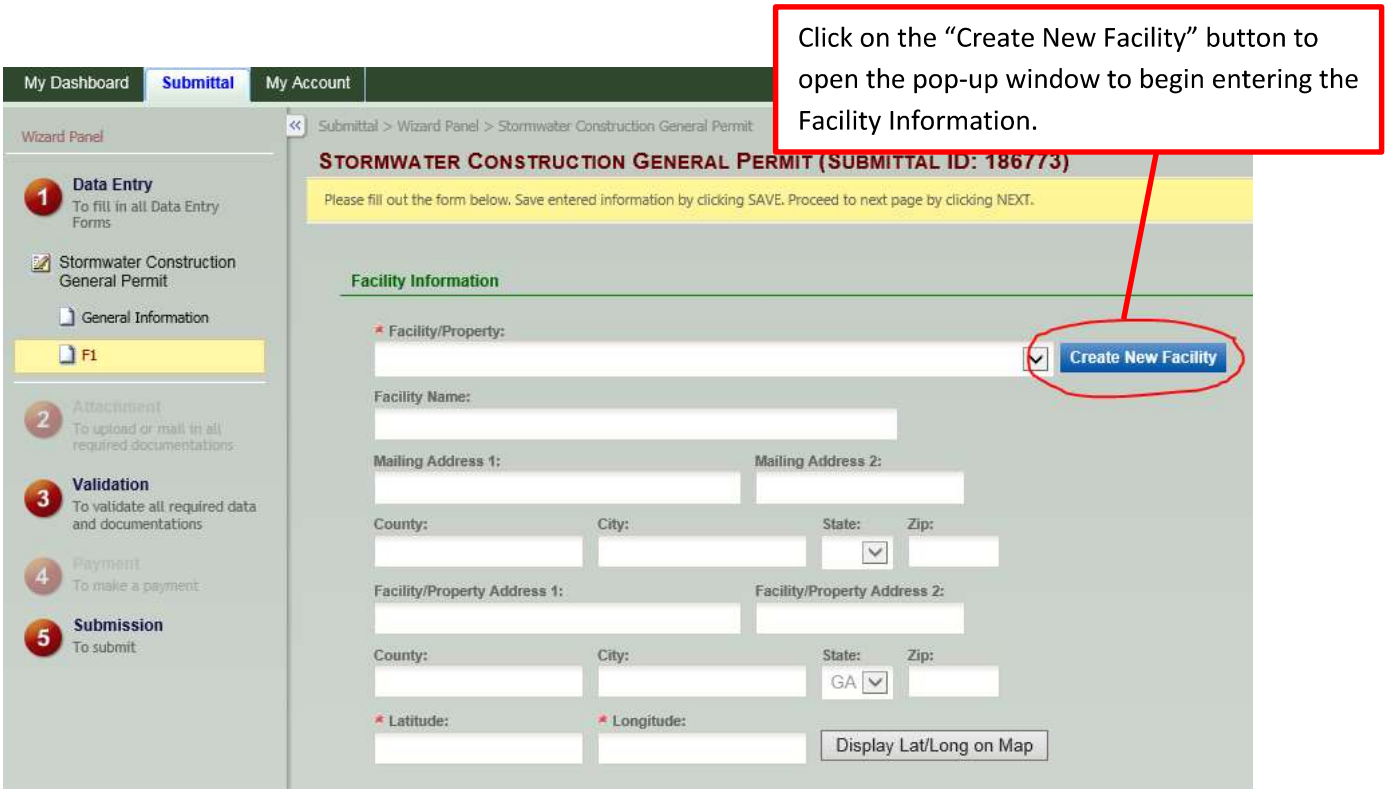
The Owner or the Operator or both of a tract of land for a construction project subject to this permit.

An owner, individual builder, utility company, or utility contractor that conducts a construction activity within a common development with an existing primary permittee.

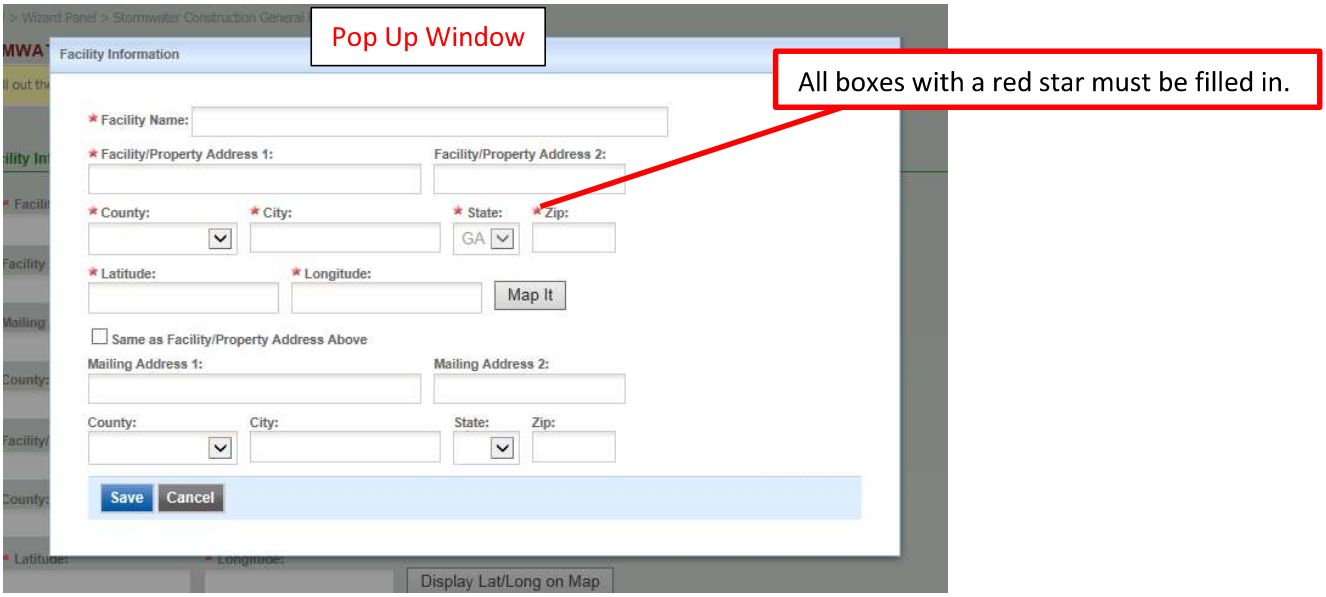
Either the Owner or Operator of a remaining lot(s) within a common development (as defined in this permit) conducting a construction activity where the primary permittee and all secondary permittees have submitted a Notice of Termination in accordance with Part VI.A.2. of this permit (excluding utility companies and/or utility contractors working under a Blanket NOI) or where a primary permittee no longer exists.

Once you select the appropriate permit type, go to page 6 to creating a new facility.

Creating a New Facility

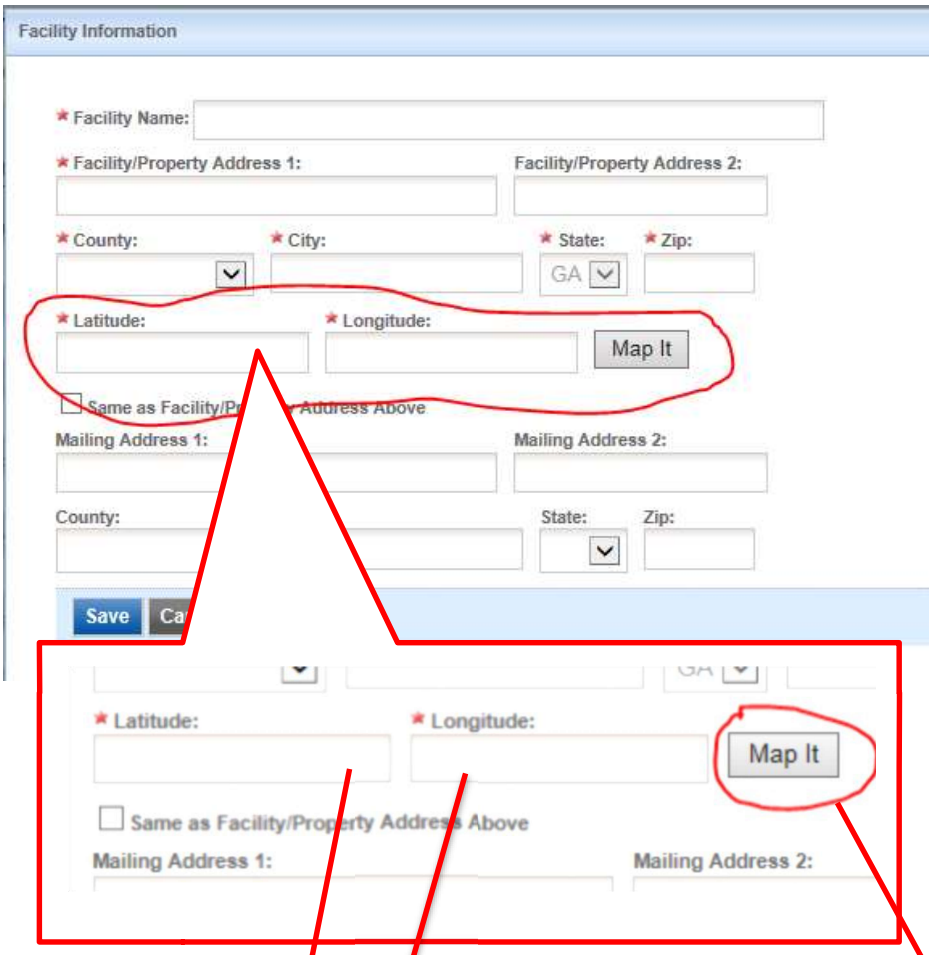


In the pop-up window, enter the information in the appropriate boxes.



Note: If you do not have a Facility/Property Address, put in a description of location (examples: Hwy 100, Intersection of Hwy 5 and Hwy 515, etc.)

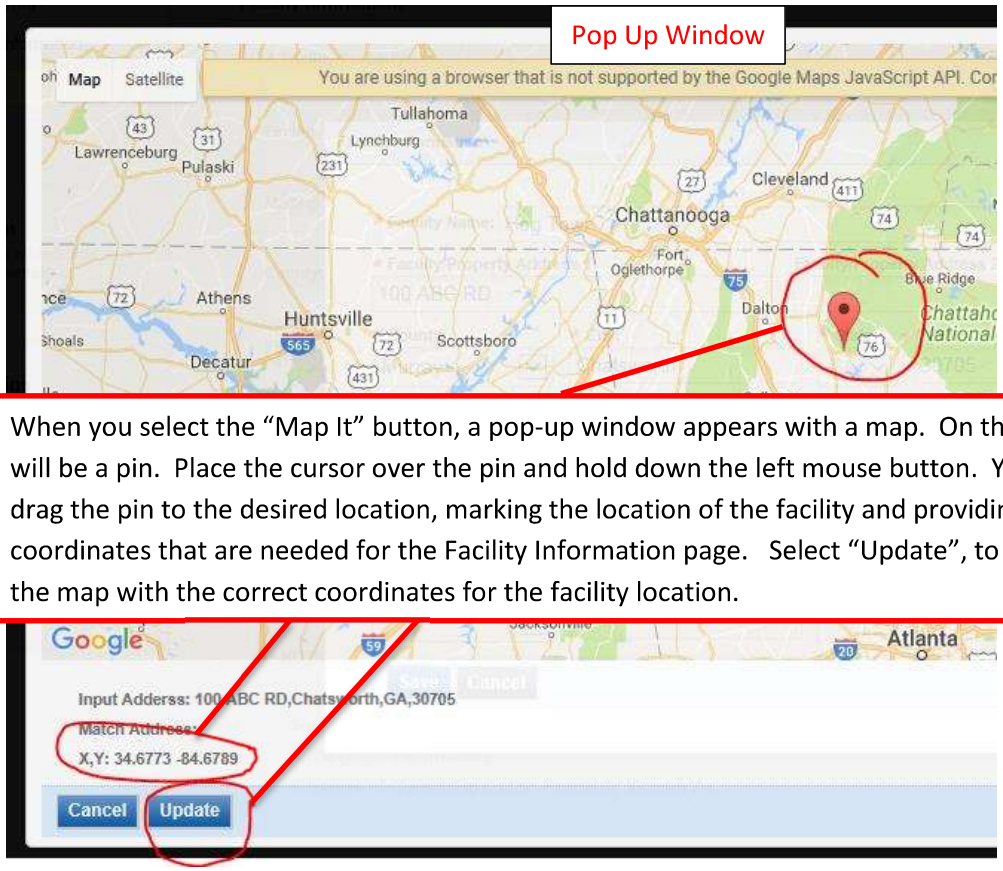
Creating a New Facility (Continued)



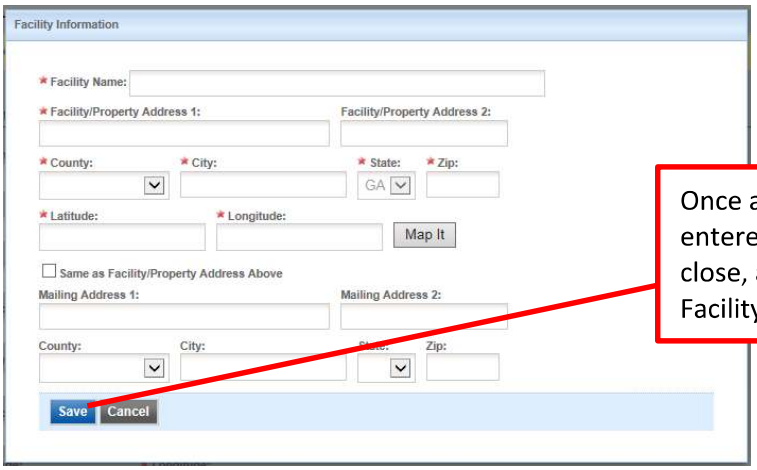
Enter the Lat/Lon in Decimal Degrees (i.e. Lat 34.6773 Lon -84.6789).

If you do not know the Lat/Lon, click "Map It"

Creating a New Facility (Continued)



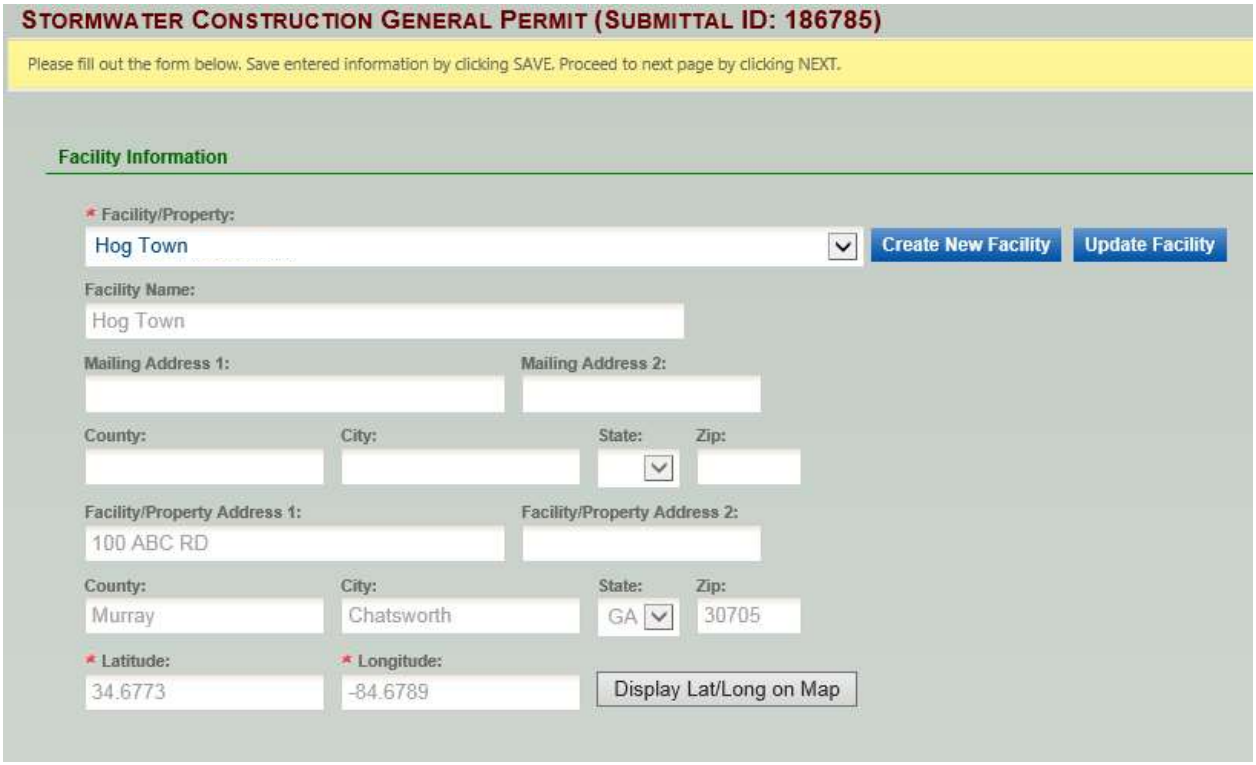
When you select the "Map It" button, a pop-up window appears with a map. On the map will be a pin. Place the cursor over the pin and hold down the left mouse button. You can drag the pin to the desired location, marking the location of the facility and providing the coordinates that are needed for the Facility Information page. Select "Update", to update the map with the correct coordinates for the facility location.



Once all the required information has been entered, select "Save". The pop-up window will close, and the information will auto populate the Facility fields on the GEOS webpage.

Creating a New Facility (Continued)

An example of Facility Information populated on the GEOS webpage.



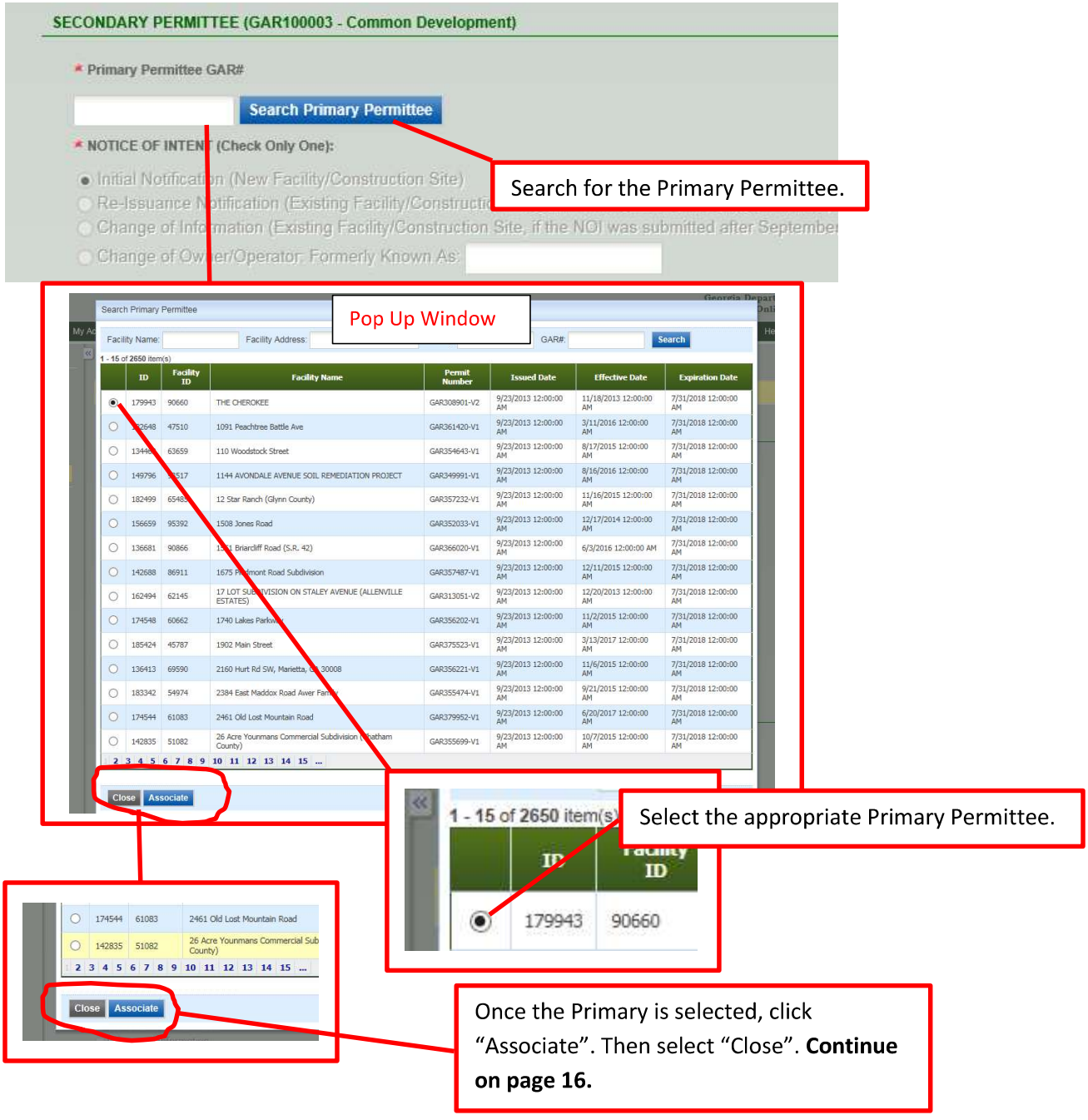
For Stand Alone go to page 12.

For Infrastructure go to page 13.

For Common Development go to page 10.

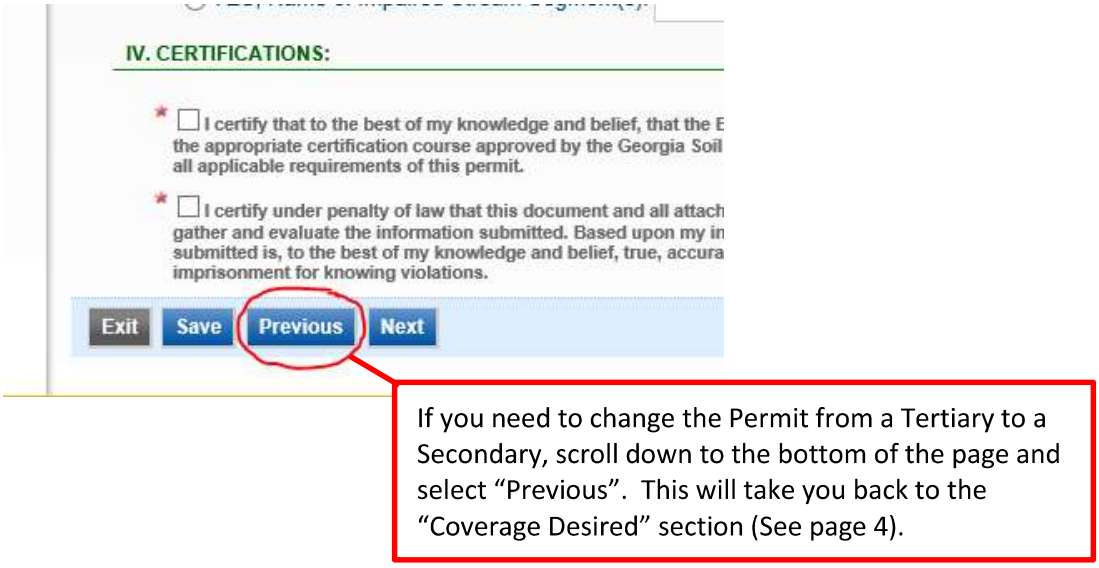
Common Development - Assigning the Primary Permittee to the Secondary Permittee

To search for the Primary Permittee associated with a Secondary Permittee, click on the "Search Primary Permittee". A pop-up window will appear. Search using the Facility Name, Facility Address, by County, or GAR#.



Common Development - Assigning the Primary Permittee to the Tertiary Permittee

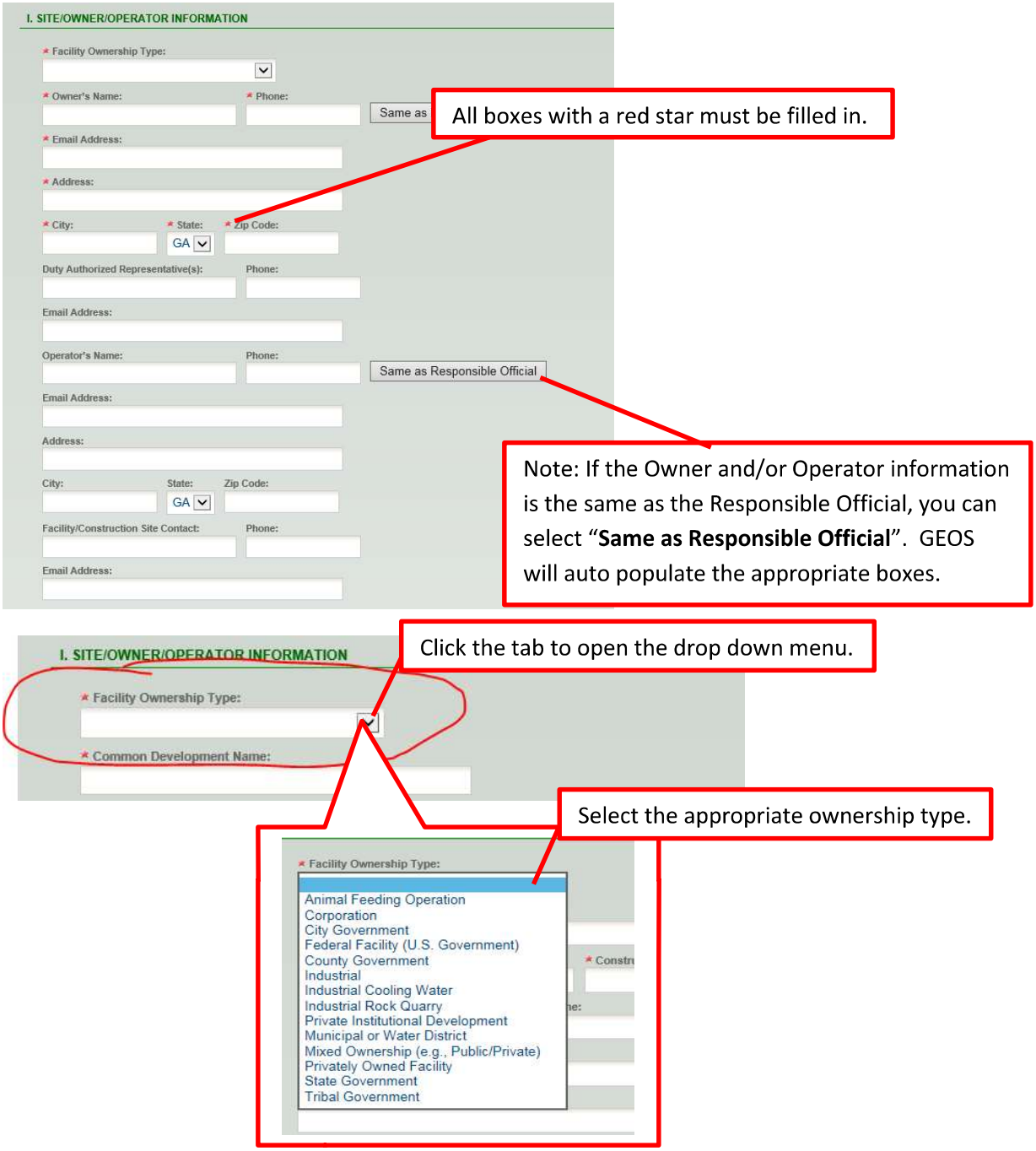
Note: If submitting a Tertiary Permit, there should be no active Primary. If there is an active Primary, then you should submit a NOI for a Secondary Permit. For a Tertiary Permit, continue on page 17.



I.Site/Owner/Operator Information – Stand Alone

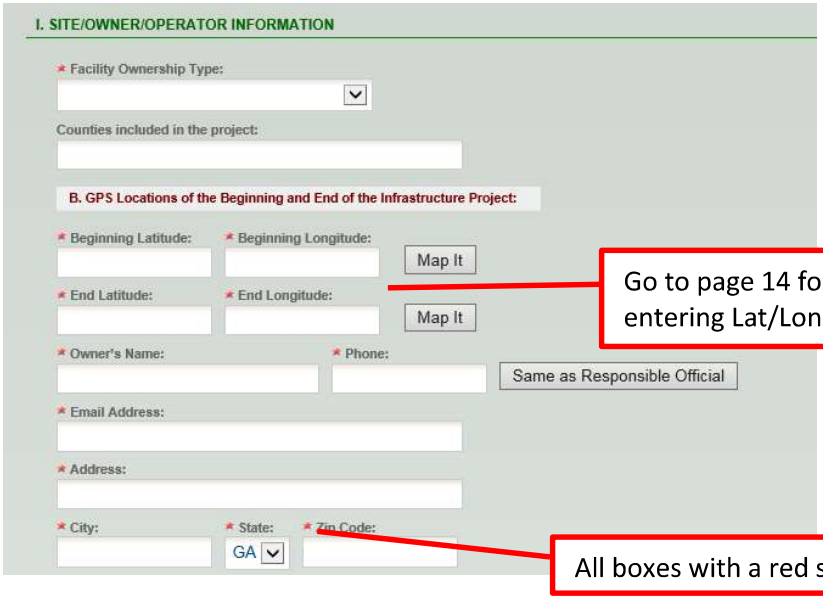
Fill out the fields that apply.

Note: **For Infrastructure, go to page 13. For Common Development-Primary, go to page 15. For Common Development-Secondary, go to page 16. For Common Development-Tertiary, go to page 17.**



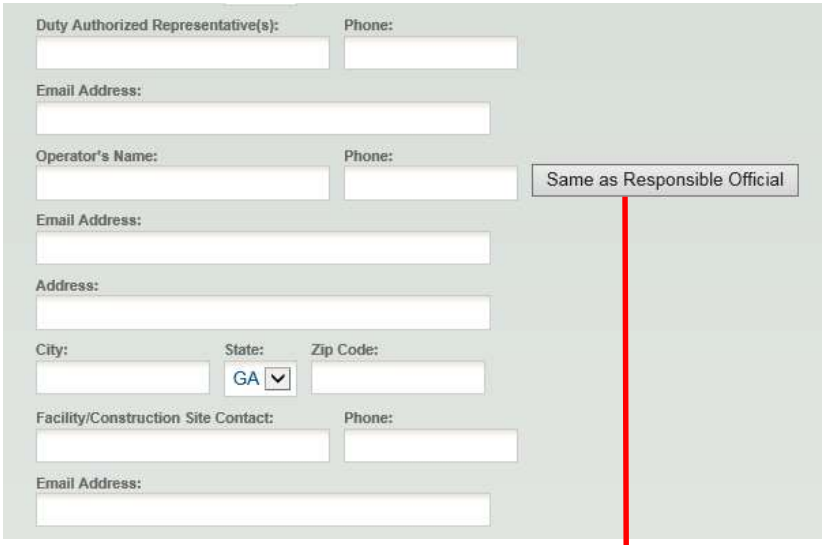
Note: In the box for the Owner email address, enter the email address of the primary contact.
Go to page 19 when you have completed this page.

Site/Owner/Operator Information - Infrastructure Project(s)



Go to page 14 for instructions on entering Lat/Lon.

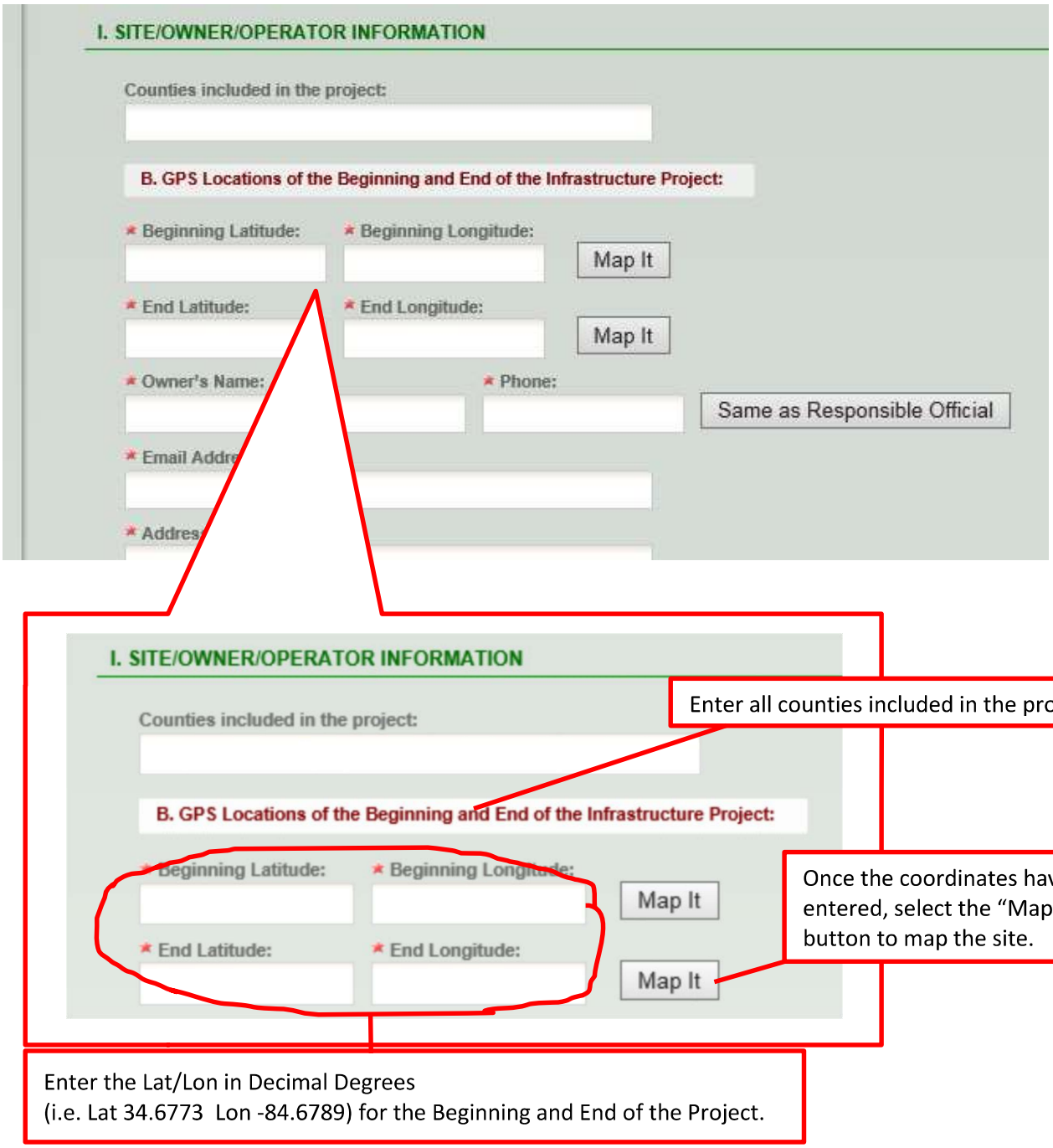
All boxes with a red star must be filled in.



Note: If the Owner and/or Operator information is the same as the Responsible Official, you can select "**Same as Responsible Official**". GEOS will auto populate the appropriate boxes.

Note: In the box for the Owner email address, enter the email address of the primary contact.

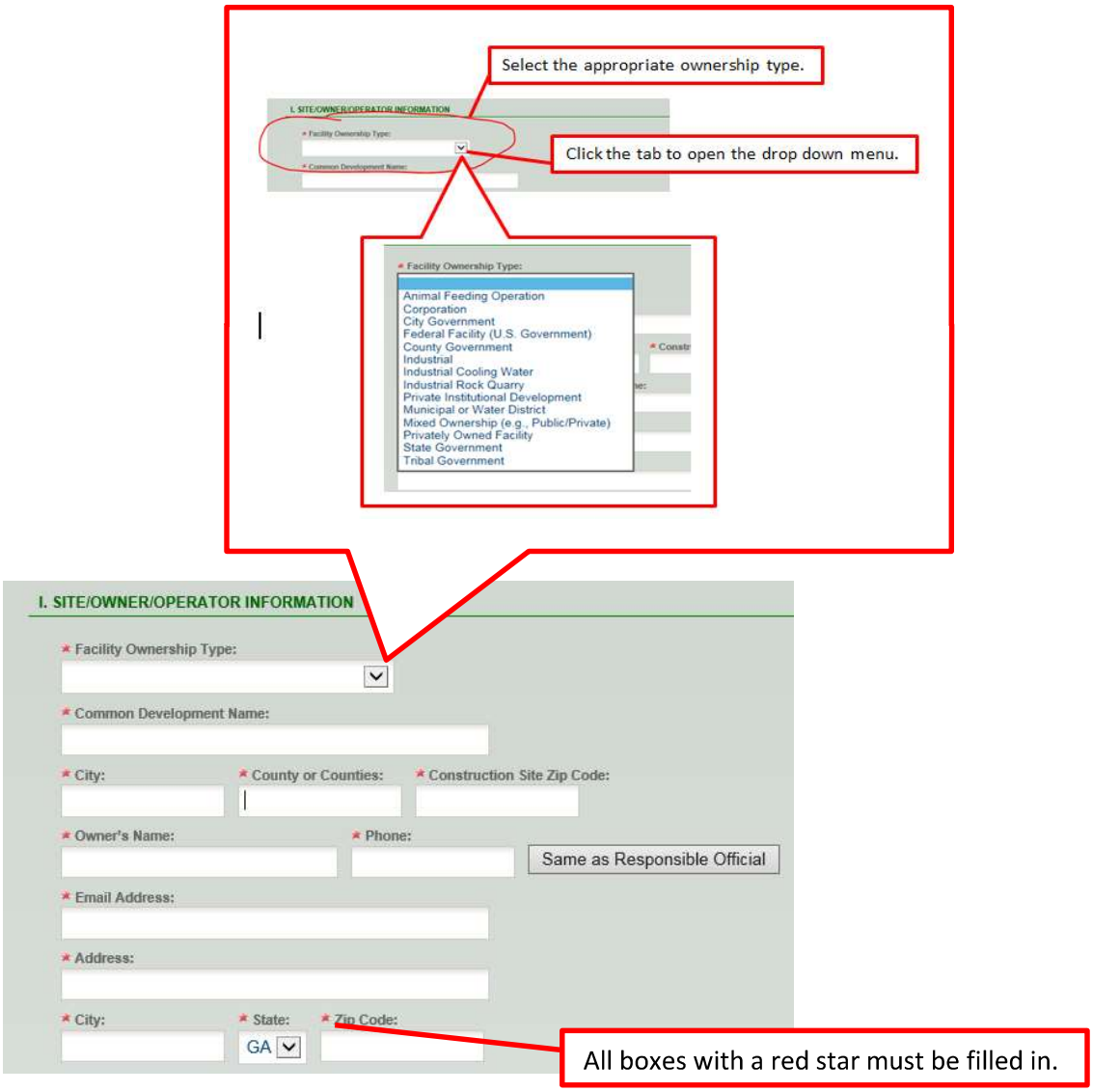
Site/Owner/Operator Information - Infrastructure Project(s) (Continued)



If you do not know the Lat/Lon, click "Map It". When you select the "Map It" button, a pop-up window appears with a map (**See Page 7**). On the map will be a pin. Place the cursor over the pin and hold down the left mouse button. You can drag the pin to the desired location, marking the location of the facility and providing the coordinates that are needed for the Facility Information page. Select "Update", to update the map with the correct coordinates for the facility location.

Go to page 19 when you have completed this page.

I. Site/Owner/Operator Information – Common Development-Primary



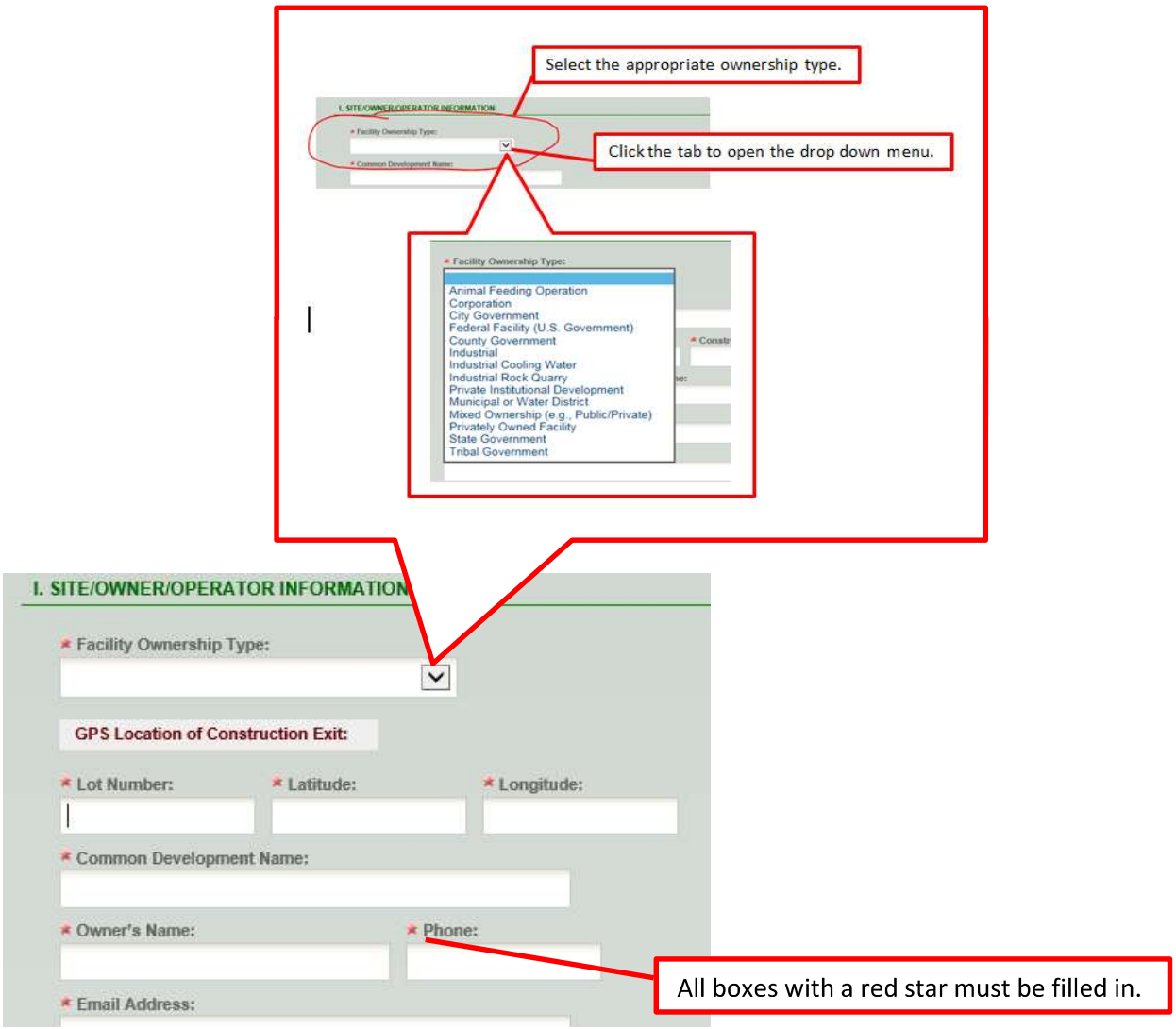
Note: In the box for the Owner email address, enter the email address of the primary contact.

Go to page 18 when you have completed this section to complete the Site/Owner/Operator Information Section.

I. Site/Owner/Operator Information – Common Development-Secondary

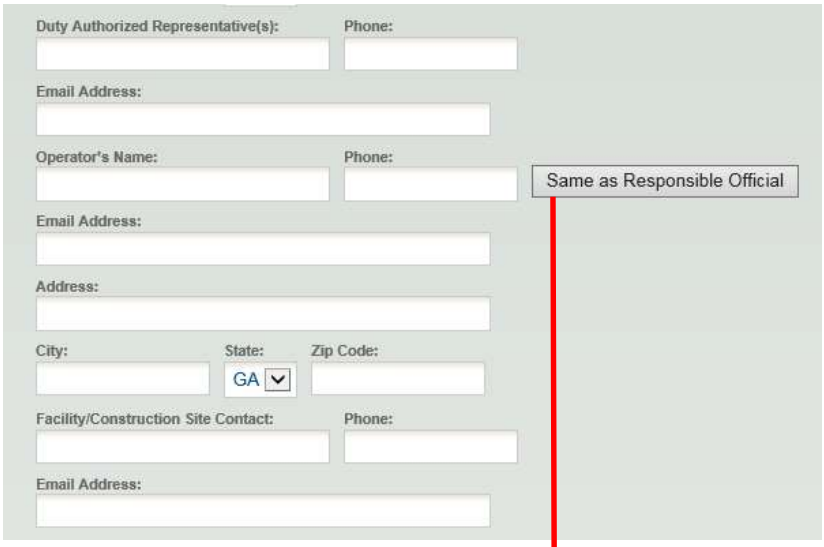
Go to page 18 when you have completed this section to complete the Site/Owner/Operator Information Section.

I. Site/Owner/Operator Information – Common Development-Tertiary



Go to page 18 when you have completed this section to complete the Site/Owner/Operator Information Section.

I. Site/Owner/Operator Information – Common Development - Primary, Secondary, and Tertiary (Continued)



Note: If the Owner and/or Operator information is the same as the Responsible Official, you can select "**Same as Responsible Official**". GEOS will auto populate the appropriate boxes.

If you do not know the Lat/Lon, click "Map It". When you select the "Map It" button, a pop-up window appears with a map (**See Page 7**). On the map will be a pin. Place the cursor over the pin and hold down the left mouse button. You can drag the pin to the desired location, marking the location of the facility and providing the coordinates that are needed for the Facility Information page. Select "Update", to update the map with the correct coordinates for the facility location.

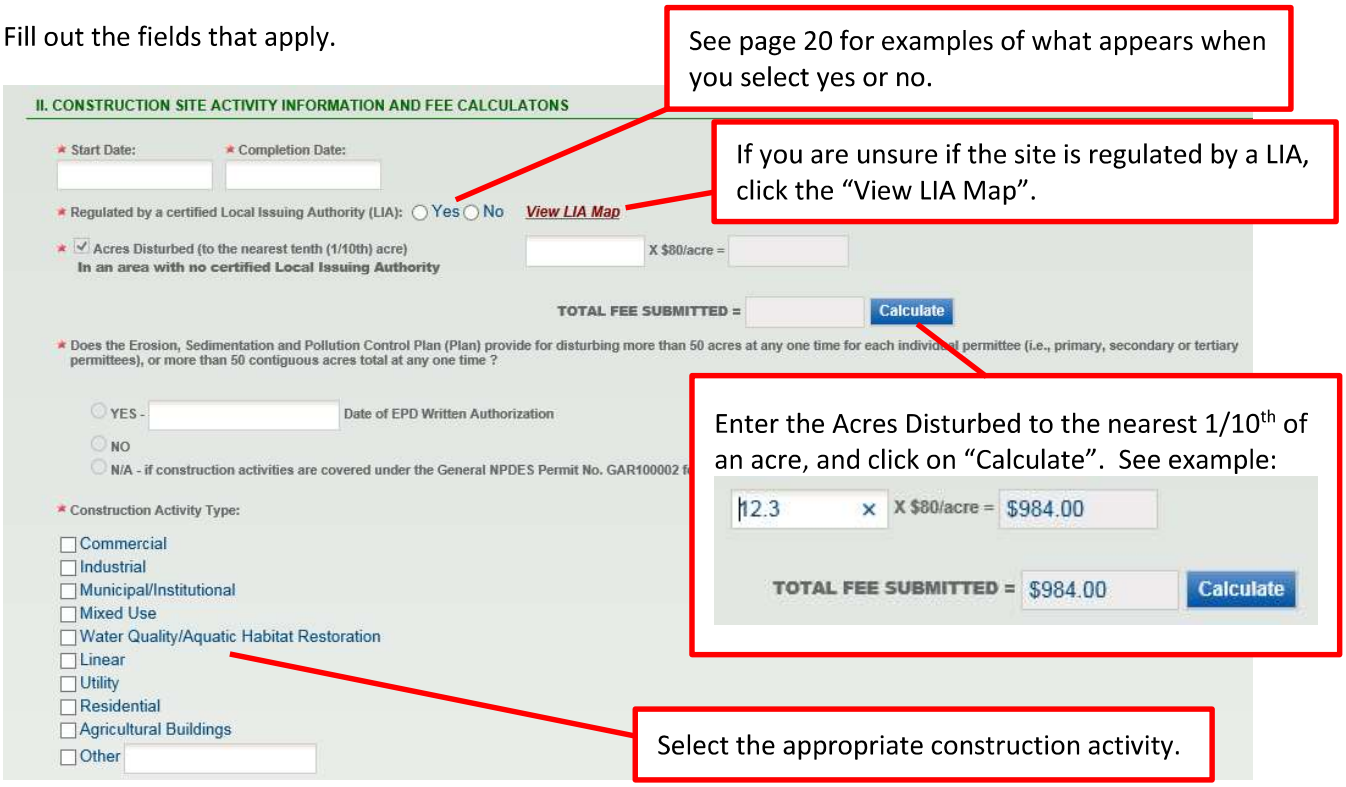
Note: In the box for the Owner email address, enter the email address of the primary contact.

When you have completed this section, go to page 19 for Common Development - Primary.

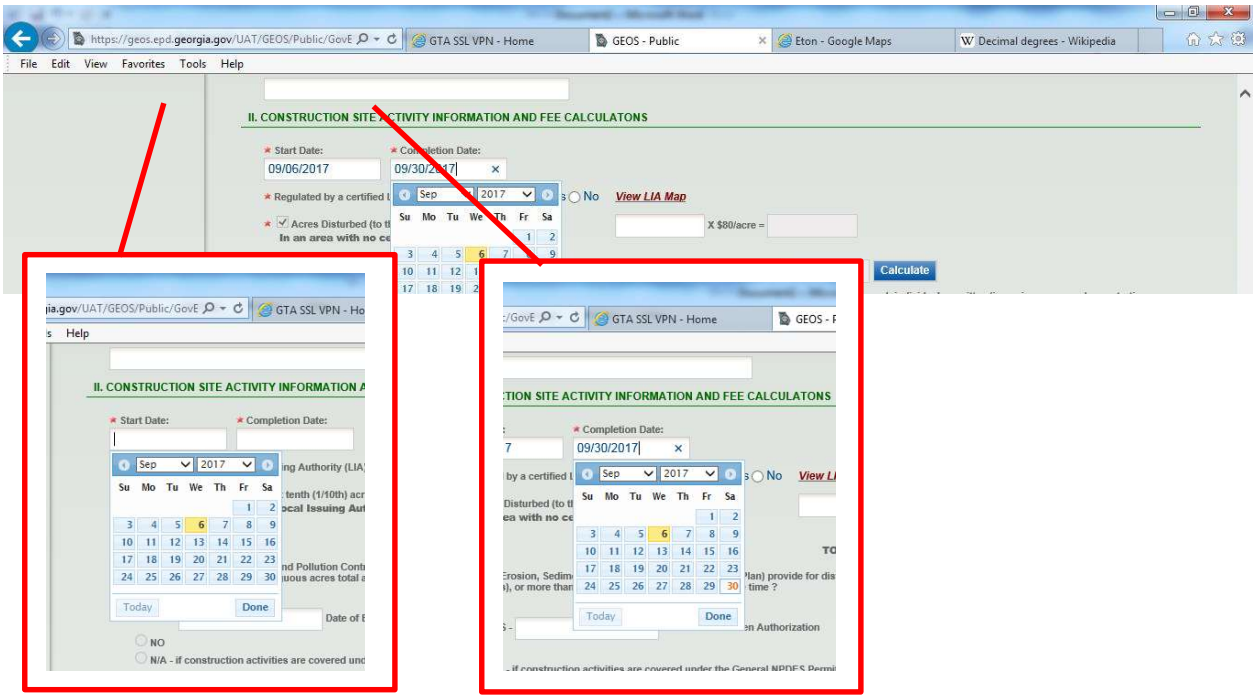
When you have completed this section, go to page 21 for Common Development - Secondary and Tertiary.

II. Construction Site Activity Information and Fee Calculations - Stand Alone, Infrastructure, and Common Development-Primary

Fill out the fields that apply.



When you click on the Start and Completion Date, a drop down calendar appears. Select the dates that apply.

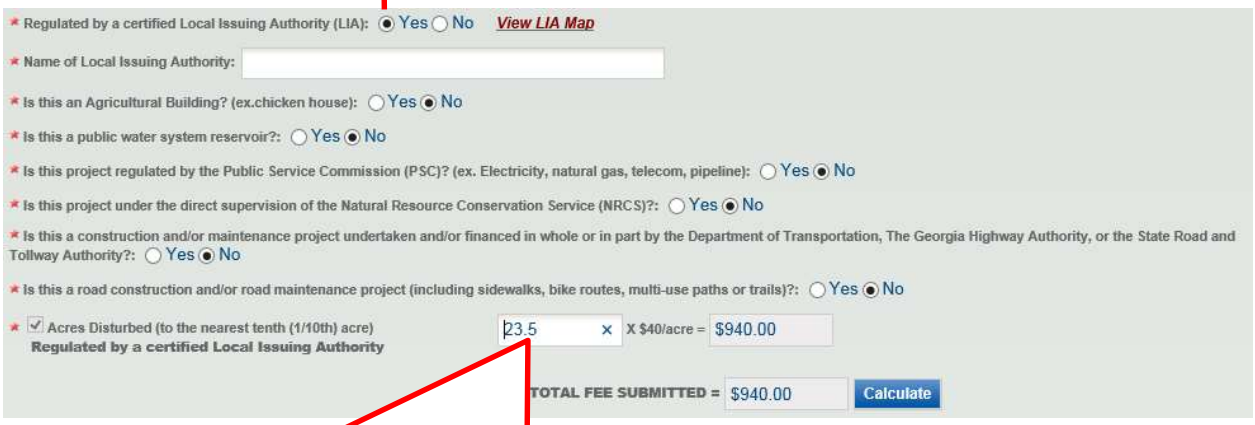


II. Construction Site Activity Information and Fee Calculations - Stand Alone, Infrastructure, and Common Development-Primary (Continued)

Fill out the fields that apply. Including the Acres Disturbed to the nearest 1/10th. Then click on "Calculate" to determine the Total Fee.

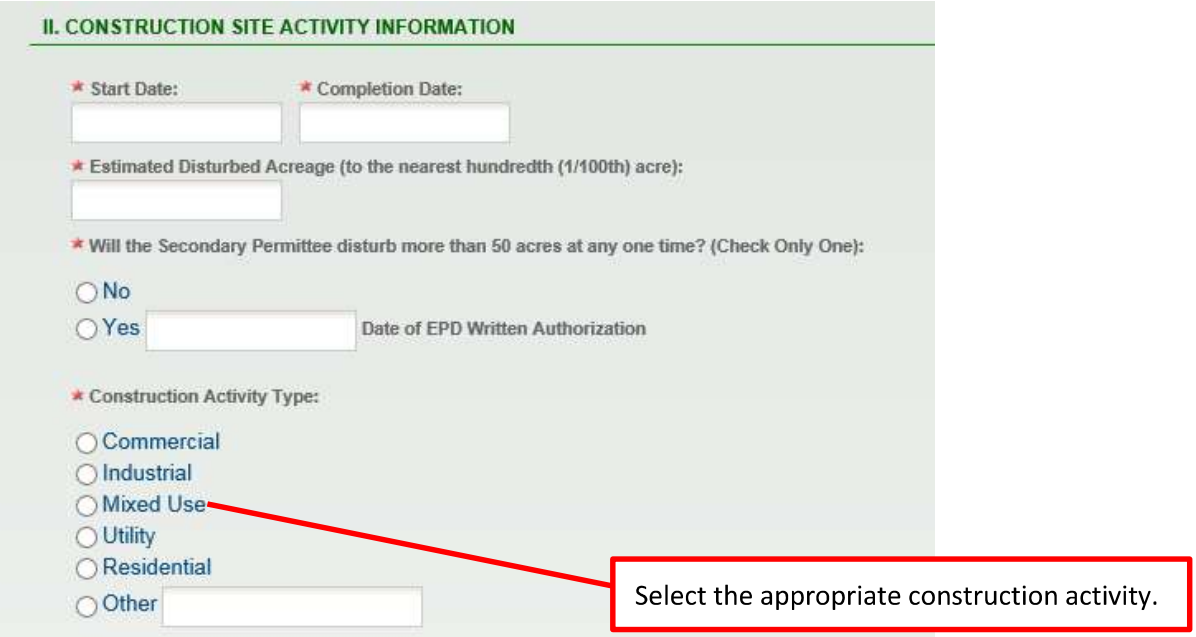
When you select "NO" LIA

If the site is regulated by an LIA, select "Yes". Additional question will appear. Answer each question, then enter the Acres Disturbed and select "Calculate".

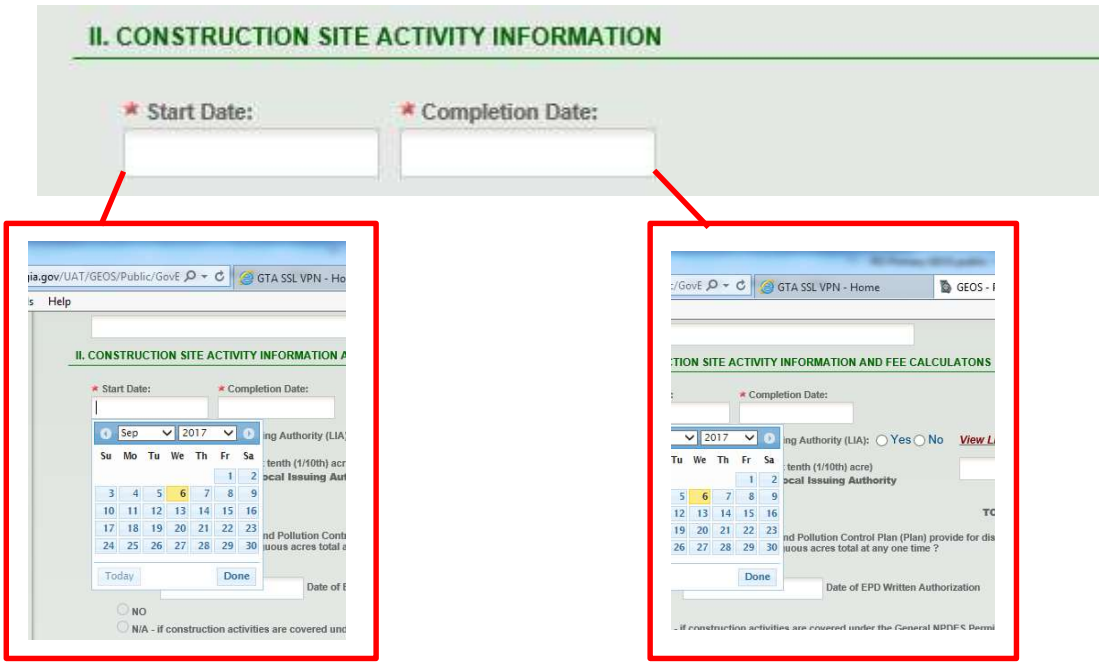


When you have completed this section, go to page 23 "Receiving Water Information".

II. Construction Site Activity Information - Common Development-Secondary

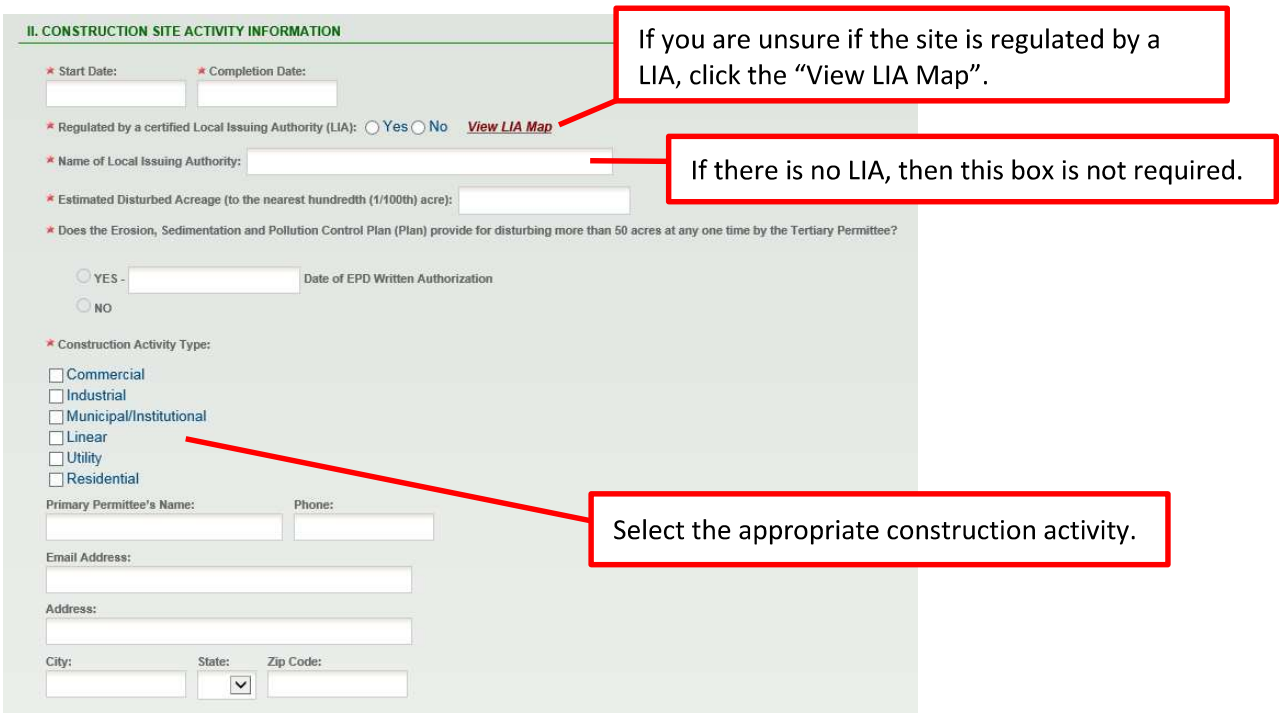


When you click on the Start and Completion Date, a drop down calendar appears. Select the dates that apply.

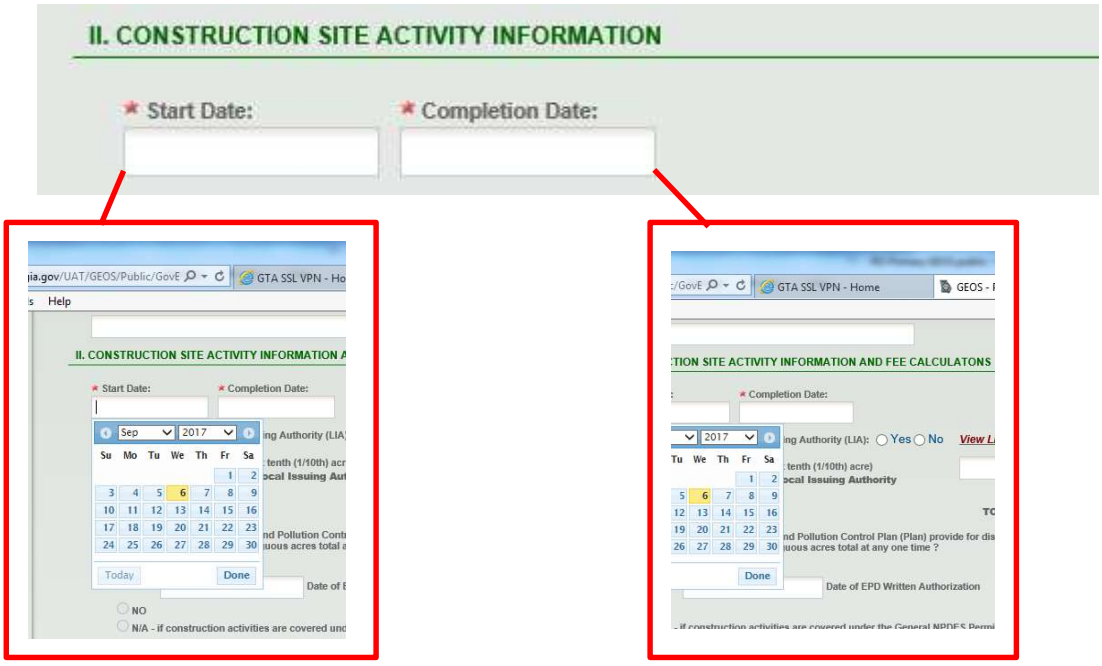


When you have completed this section, go to page 23 "Receiving Water Information".

II. Construction Site Activity Information - Common Development-Tertiary



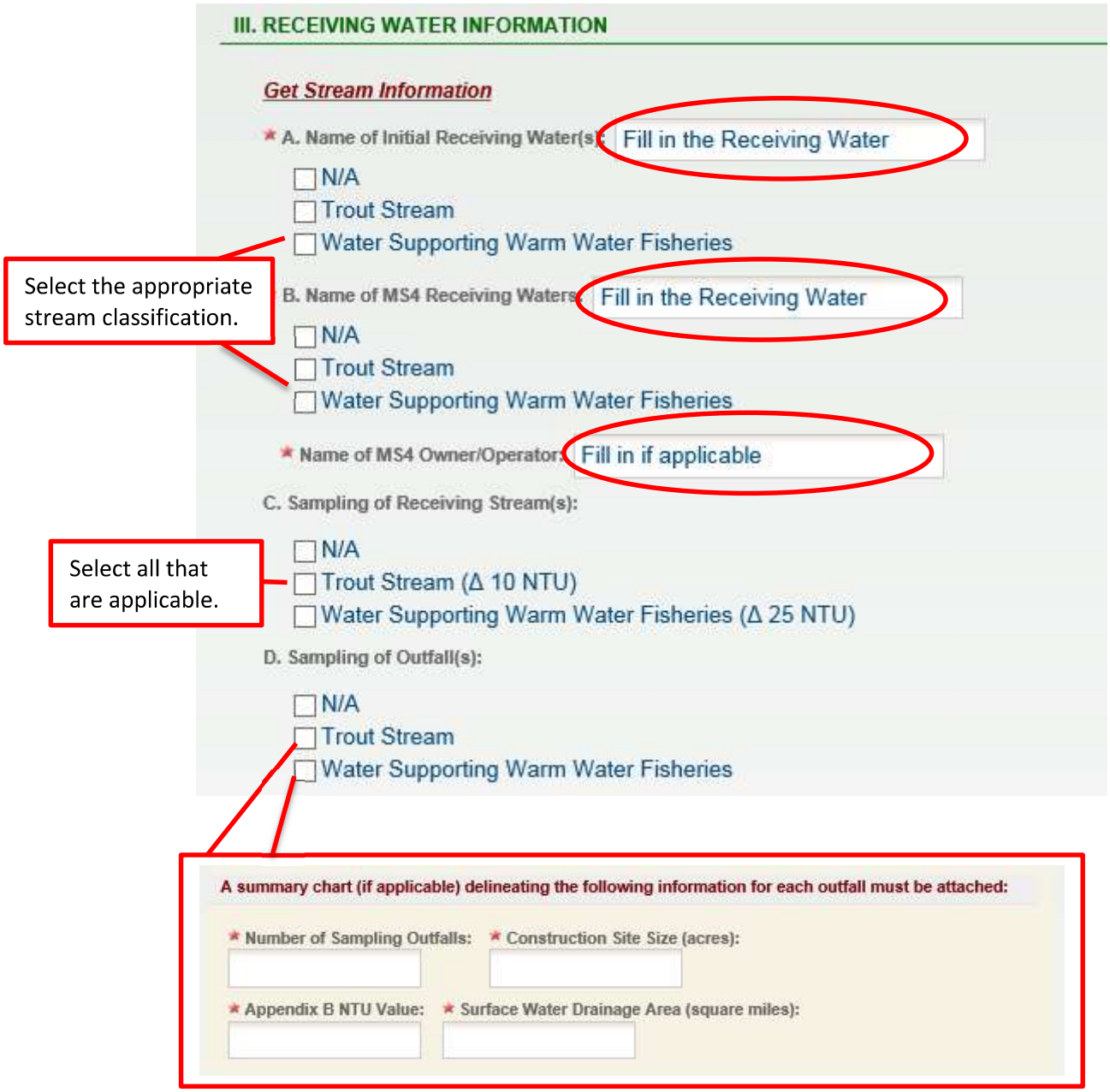
When you click on the Start and Completion Date, a drop down calendar appears. Select the dates that apply.



When you have completed this section, go to page 23 "Receiving Water Information".

III. Receiving Water Information

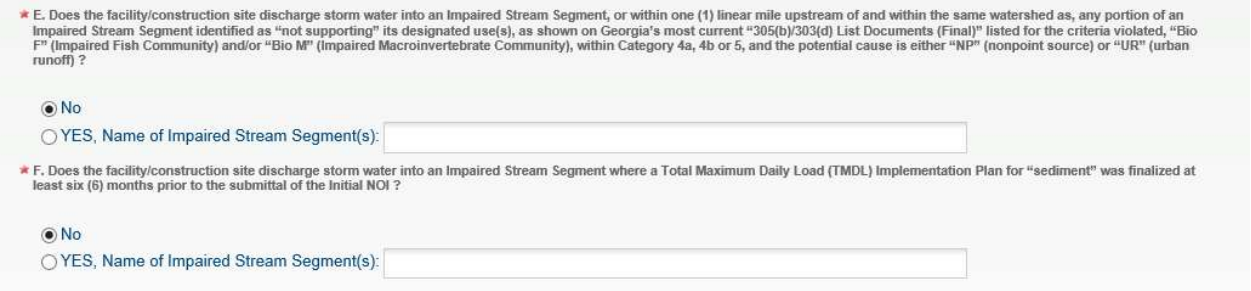
Fill in all applicable fields.



When selecting the appropriate Outfall(s) sampling, additional boxes will appear. Fill in the boxes before moving to the next section.

III. Receiving Water Information (Continued)

Select the option(s) that apply to the site.

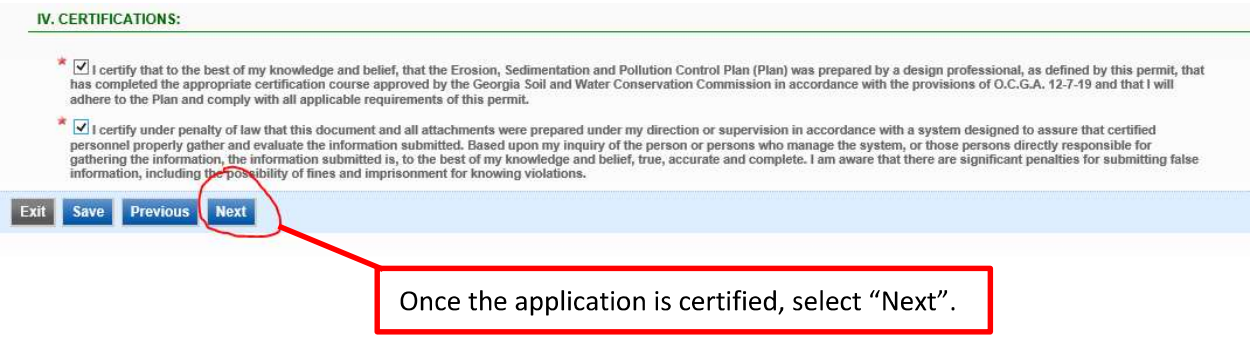


Once you have entered all the appropriate information in Section III "Receiving Water Information" , continue on the same page to Section IV "Certifications".

IV.Certifications

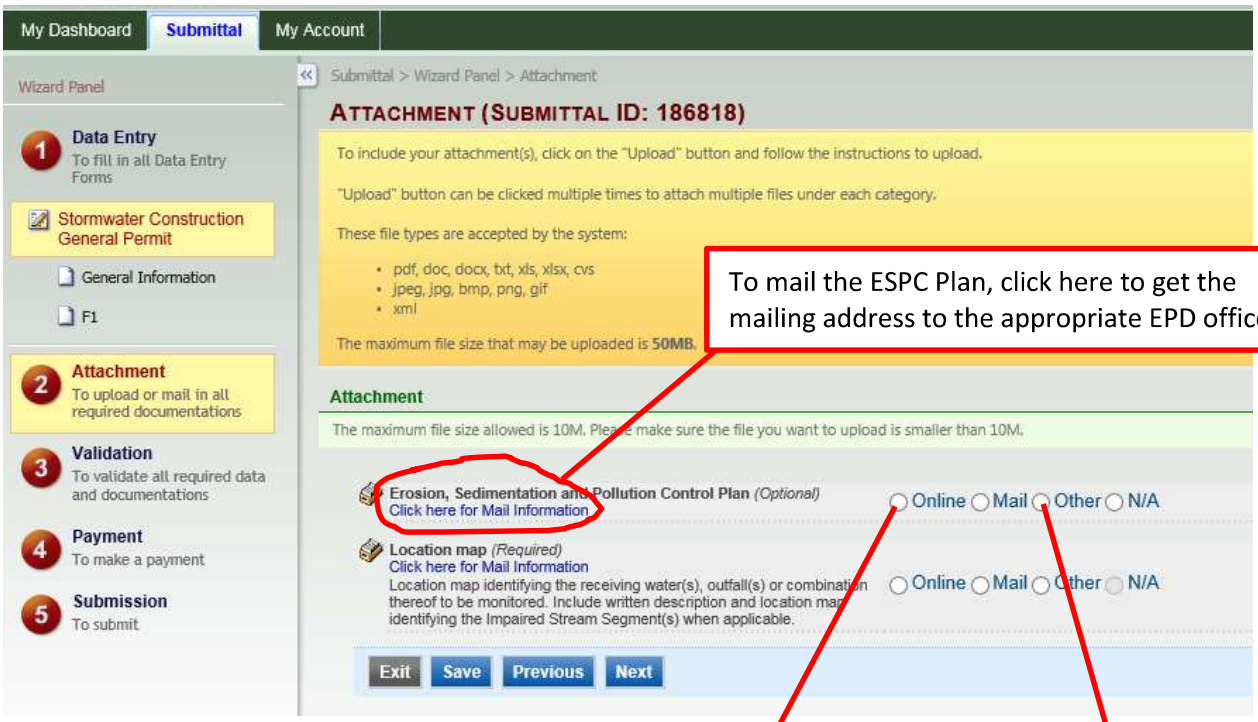
Carefully read the Certifications

Click both empty boxes to select and confirm agreement.



Once the application is certified, select "Next".

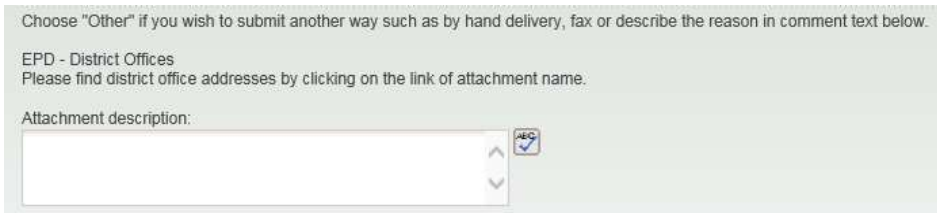
Attachments



To mail the ESPC Plan, click here to get the mailing address to the appropriate EPD office.

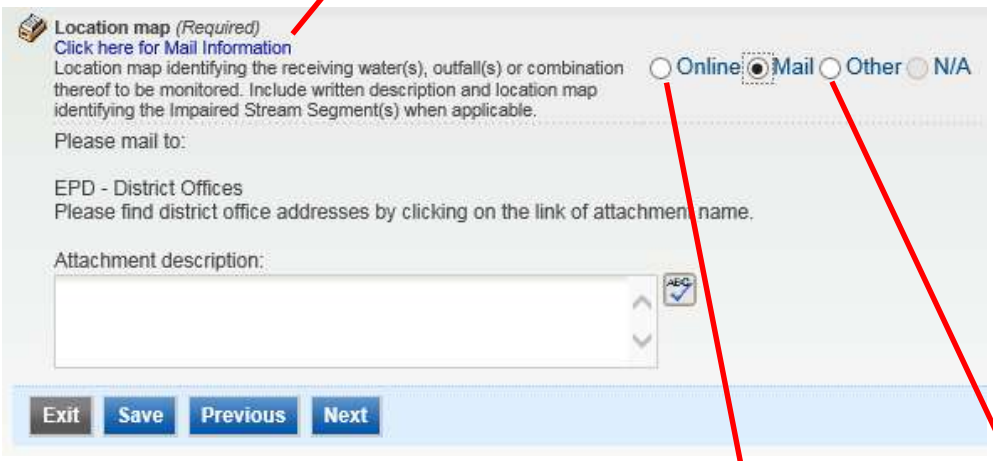
To submit a digital ESPC Plan, select “Online”, and upload the file.

To “Hand Deliver the ESPC Plan, select “Other”.



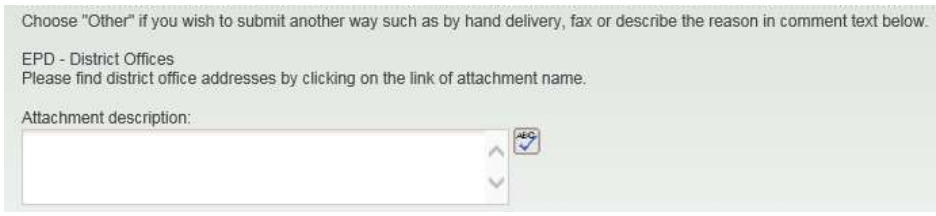
Attachments (Continued)

To mail the Location Map, click here to get the mailing address to the appropriate EPD office.



To submit a digital Location Map, select “Online”, and upload the file.

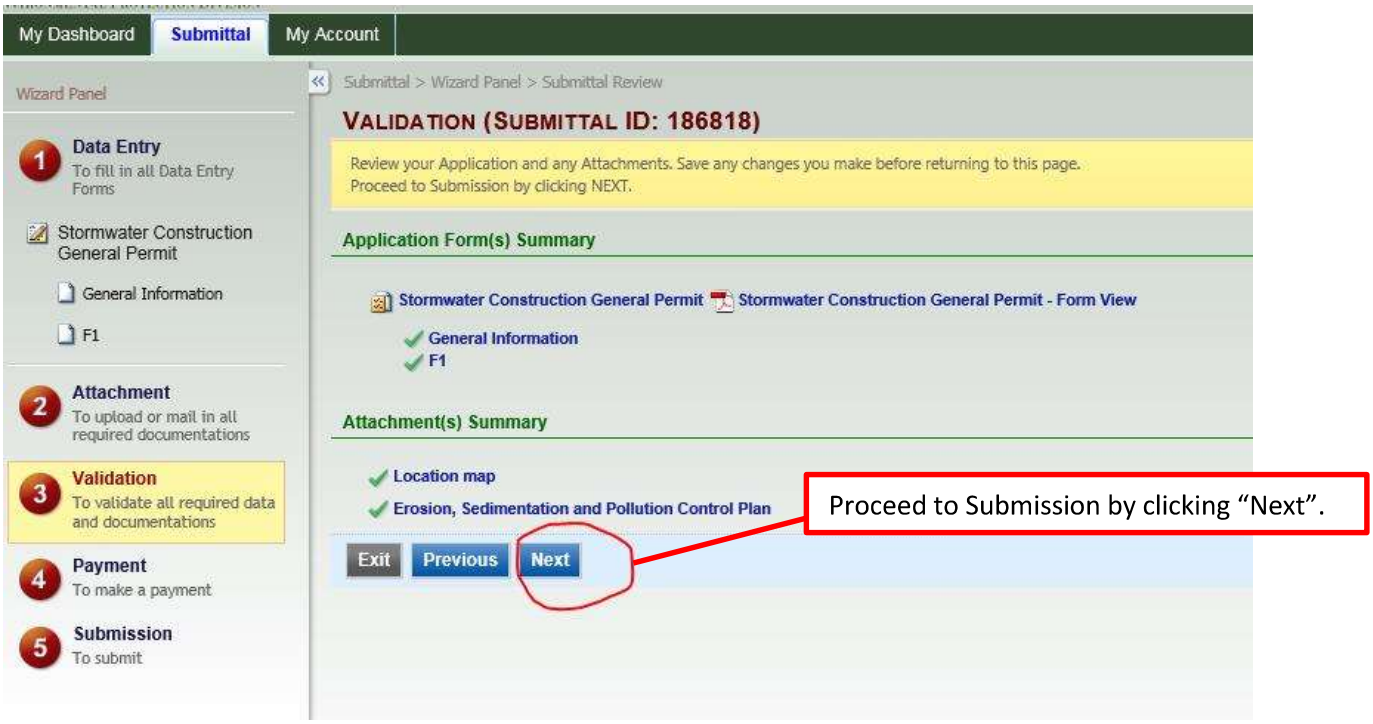
To “Hand Deliver a Location Map, select “Other”.



Validation

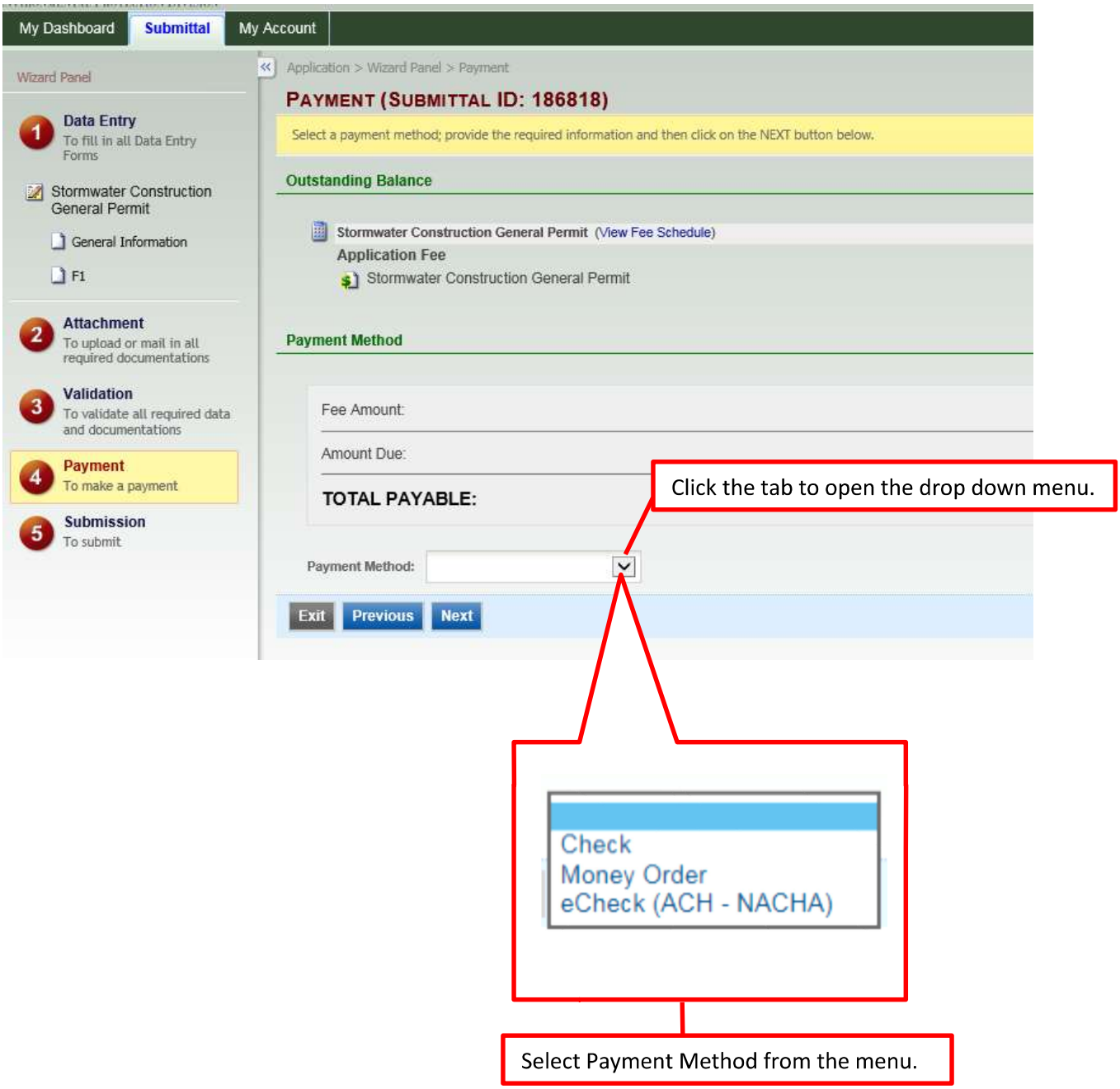
Review your Application and any Attachments.

***Save any changes you make before returning to this page.**

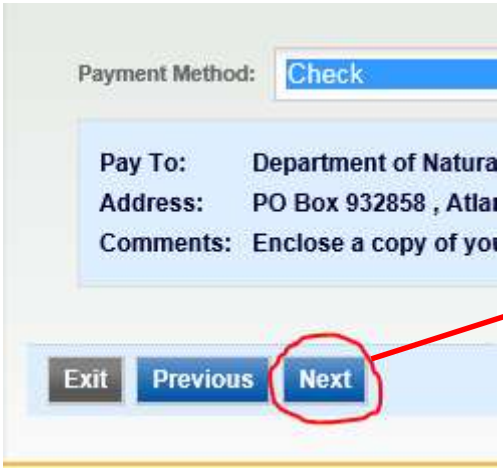


Payment

NOTE: Fees are associated with Primary Notices of Intent. The fee is $40 an acre if project is under the jurisdiction of a Local Issuing Authority, and $80 an acre if there is no Local Issuing Authority or the project does not fall under Local Issuing Authority jurisdiction.

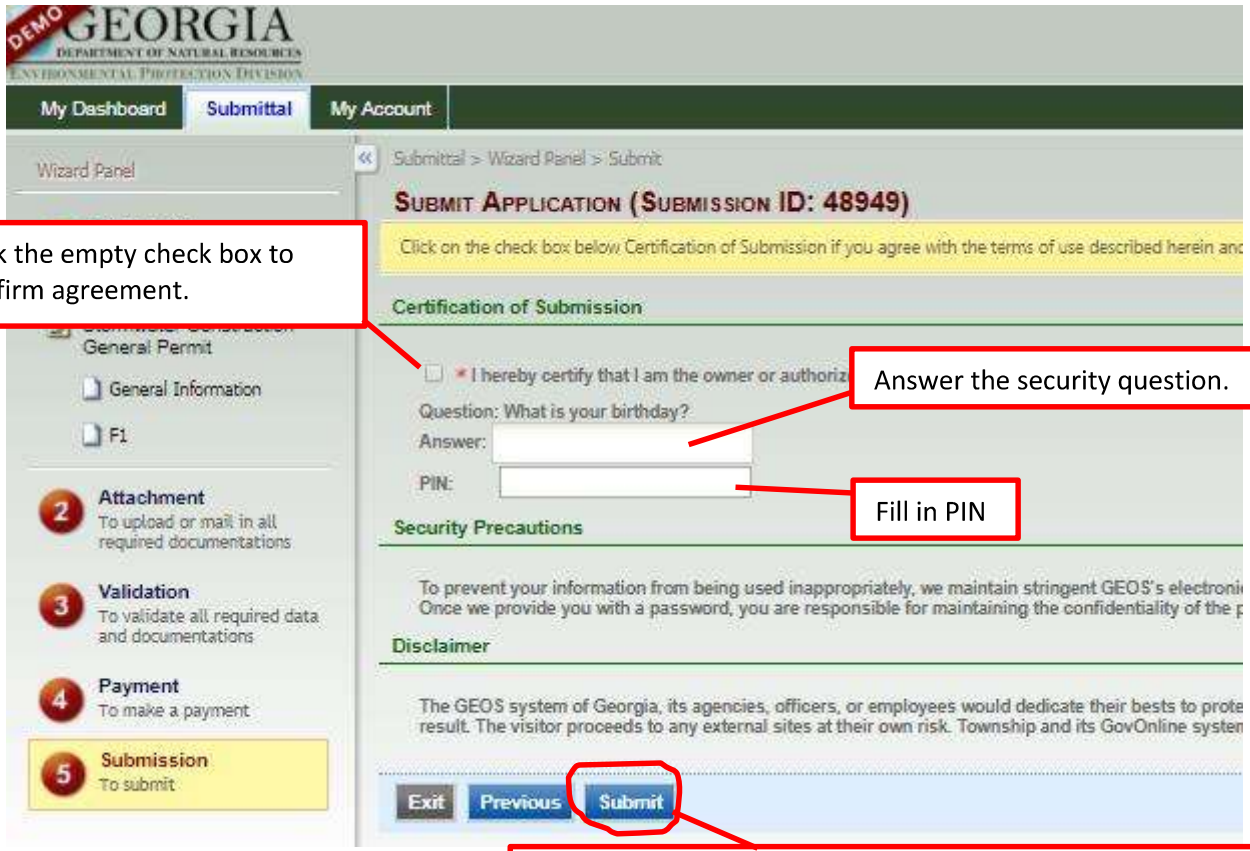


Payment (Continued)



Proceed to by clicking “Next”.

Submit Application



Click the empty check box to confirm agreement.

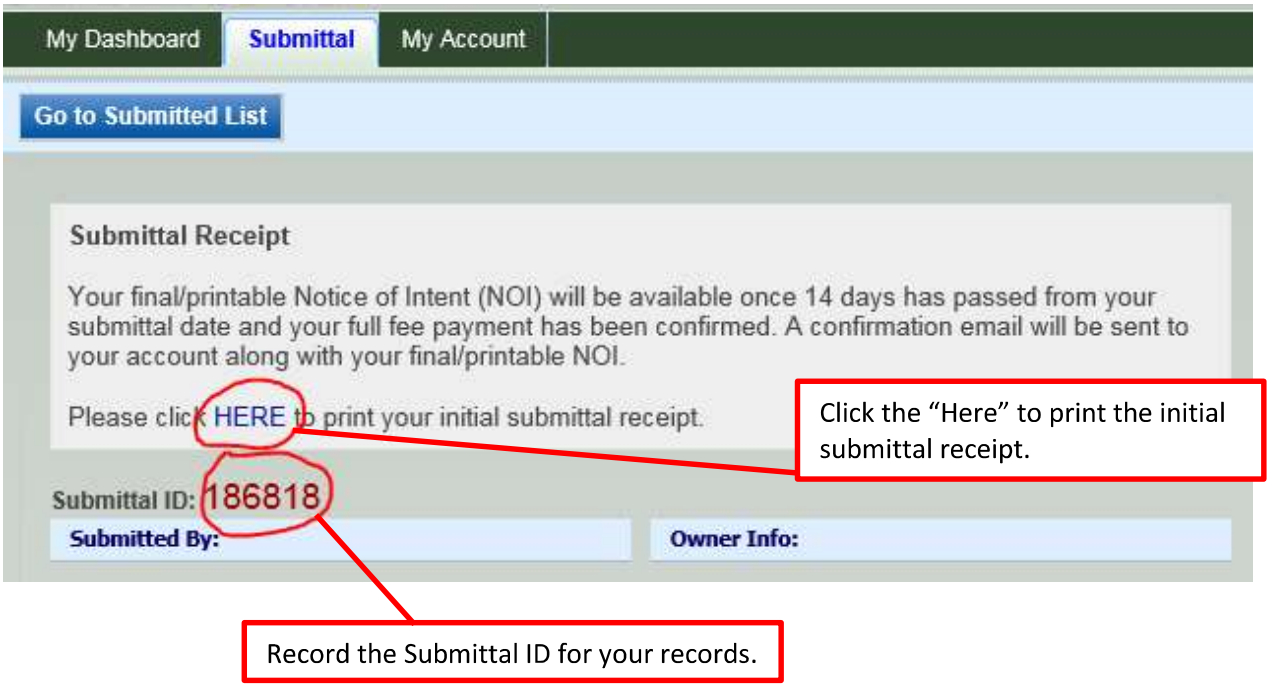
Answer the security question.

Fill in PIN

Click on the “SUBMIT” button to complete your application.

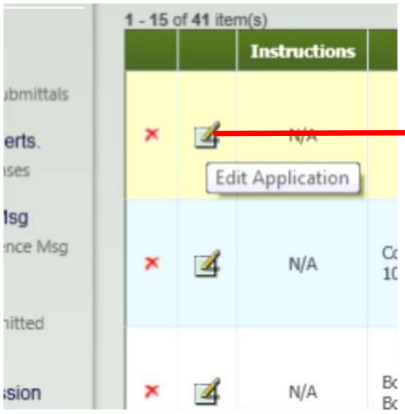
Submittal Receipt

Once you submit your application you will be taken to the Receipt page.



How to edit a pending submittal using GEOS

To edit a submittal, select "**Edit Pending Submittals**".



To edit a submittal, select the "Edit" Icon. You will be taken to the "**Coverage Desired**" page. Go to Page 4.

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Georgia Department of Natural Resources
Online Permitting & Reporting

NOTE: The system might be inaccessible during maintenance hours every Saturday and Sunday from 12:00 AM to 8:00 AM.

Announcement: Effective March 1, 2019 air permit applications are subject to fees. Please contact the Air Branch at 404-363-7000 or visit our webpage https://epd.georgia.gov/air-permit-fees for additional information.

Welcome to Georgia EPD Online System (GEOS) for Permitting, Compliance and Facility Information

Online services offer the convenience of obtaining environmental permits and submitting compliance reports online. It supports the following features:

- Establish a user account and manage all your submittals online;
- Apply environmental permits, certificates, licenses and other environmental issuances online;
- Submit environmental reports;
- Monitor processing status of your online submittals;
- Receive e-mail notifications on permitting results;
- Receive e-mail alerts for upcoming reporting obligations;
- Submit requests to revise permits or submit revised reports;
- Track historical versions of all submittals.

Public Inquiry Portal: Search for Applications and Permits Submitted in GEOS

ALERT: ALL INFORMATION SUBMITTED USING GEOS IS OPEN AND AVAILABLE TO THE PUBLIC.
Information that a person claims is not subject to disclosure to the public ("Non-disclosure Claims") **MUST** be submitted to EPD in compliance with *EPD's Procedures for Submitting Information Pursuant to a Claim That Information in the Submittal is Protected Under Georgia Law from Disclosure to the Public*

Instructions as to how to indicate in GEOS submittals (and any attachments thereto) that information has been excluded pursuant to a Non-disclosure Claim will be provided in each submittal form, e.g., the blank permit application form.

Non-Disclosure Claims Information Instructions and Forms

EPD Mailing Address: Georgia Department of Natural Resources, Environmental Protection Division, 2 Martin Luther King Jr. Drive, Suite 1456, East Tower, Atlanta, GA 30334

EPD Phone Number: Watershed Protection Branch: 404-463-1511; Air Protection Branch: 404-363-7000; Land Protection Branch: 404-657-8600
For account registration issue, please contact support@gaepd.zendesk.com

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