



INSTRUCTIONS FOR MS4 GENERAL PERMIT AND CONSTRUCTION STORMWATER GENERAL PERMIT REQUEST

1. Request for Storm Water Permit Application shall be made to the *Gary Storm Water Management District (GSWMD)*.
2. Request shall be made on standard forms only, supplied by the *GSWMD*.
3. The form shall be completely filled out as applicable to the type of development/land disturbance, including the following information:
 - a. Name of subdivision/ plat and lot number.
 - b. Section/Township/Range
 - c. Parcel number of property involved.
 - d. Project name (if none then put individual's name).
 - e. Design Engineer.
 - f. Type of development and/or improvement. This office may require more details depending on the type of improvements being proposed.
4. A certified Plat of Survey, including site layout is required to be submitted with each permit application.
5. Provide detailed information per the checklist including Construction Plans, Storm Water Drainage Technical Report, Storm Water Pollution Prevention Plan for Construction Sites, Post-Construction Storm Water Pollution Prevention Plan
6. Applicant will need to abide by any additional requirements set forth in the City's Storm Water Management Ordinance and/or Technical Standards.
7. The applicant or an agent of the applicant must sign the form.

Check or money order is to be made payable to the *Gary Storm Water Management District*. The correct amount of fee, based on the Fee Ordinance, must be included with the application package.