Filling out the MDE General Discharge Permit

Notice of Intent (NOI) - December 1, 2014 permit version

1) Choose whether you are a CAFO or MAFO
2) Choose whether you are an existing farm or a new proposed farm
3) Enter your existing registration number: Search through any letters from MDE and you may find this information. It consists of a “Date-Farm_type-Number” (e.g. 2009-CCD-1234).
4) The “effective date” is the date on the registration letter mailed to those who were registered under the permit.

You may also be able to find your operation by searching here: [http://www.mde.maryland.gov/programs/Land/RecyclingandOperationsprogram/AFO/Pages/CAFO.aspx](http://www.mde.maryland.gov/programs/Land/RecyclingandOperationsprogram/AFO/Pages/CAFO.aspx) (scroll to the bottom of the page)
Section I. Applicant/Owner/Operator Information

Read this section carefully.

1) Don’t forget to check boxes for sole proprietorship or corporation as well as the applicant/owner box.

2) The address you fill out here is where the permit will be mailed to, which may be different than your actual operation.

3) You only have to choose Box 1 OR 2, not both.
1) You need to attach a map of your farm with a road name. You can get this from your Nutrient Management Plan (NMP) or Google Maps.

2) Fill out the name of your farm as well as the address of the farm. This could be different than your home address, if you don’t live on the farm.

3) County Zoning map no, Parcel No, and Deed can all be found on Maryland Real Property Search.

4) Bay Tributary Watershed code can be found as a four digit number in your NMP

5) Latitude and Longitude can be found on Google Maps or Google Earth

6) Your FSA tract number could be in your NMP, CNMP, or call the FSA

7) Refer to the table at the end of the NOI form. Fill out the entire name (e.g. chicken wet, chicken dry, laying hens dry, dairy cattle, etc) and the number you are raising.

8) These can be estimated for pre-2000 built structures

9) If you only have one lot, put “1” here. Otherwise, put the number of lots and fill in the additional information.
Maryland Real Property Search

Go to the Maryland Real Property search website to look up deed and zoning information. Choose your county and search by Street Name.

When searching for your property do not use words like “road, lane or drive”.

For example, the Somerset County Extension Office is 30730 Park Drive.

You would enter 30730 as the street number and Park as the road name.
Bay Tributary Watershed Code

You may also find the Tributary Watershed Code on the Maryland State Stat website:

https://data.maryland.gov/Energy-and-Environment/Maryland-s-8-Digit-Sub-Watersheds/e9j9-vuxg

Click on the approximate location of your farm

The MDE8DGT value is your watershed code.
Latitude and Longitude

Latitude and Longitude of the Somerset County Extension Office:

Go to Google Maps and find your farm

1) Right click on your farm with the mouse, then select “Whats here”
2) Up in the corner Lat/Long will appear in decimal degrees, click on the numbers
3) They will reload and change into Degrees, Minutes, Seconds. Enter those on your form.

You may also go the the FCC website and covert the decimal degrees to deg, min, sec:

1) Manure generation can be found on your NMP. Don’t forget to circle the units (tons, lbs, or gal)
2) Offsite transport is how much you move off the farm every year
3) If you are a no land plan, the number here is zero
4) This is information that can be found in your CNMP or NMP. Don’t forget to circle the units (ft³, gal, or Length x Width). If you have two storage facilities list both.
5) If you have mortality management, list that here.
1) Fees have been lowered to $800, $300, and $60 since the August 1, 2014 version of this permit.

2) Copy your completed application and mail to the addresses listed.

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### Section IV. CAFOs Only – Fees

<table>
<thead>
<tr>
<th>Size Category</th>
<th>Large</th>
<th>Medium</th>
<th>Small</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Permit Fee</td>
<td>$800</td>
<td>$300</td>
<td>$60</td>
</tr>
</tbody>
</table>

Please submit a **COPY** of this form and a check for the total amount due made payable to the “CLEAN WATER FUND” to:

Maryland Department of the Environment
P.O. Box 1417
Baltimore, Maryland 21230-1417

Please submit the **ORIGINAL** application to

Maryland Department of the Environment
1800 Washington Boulevard, Suite 610
Baltimore, Maryland 21230-1719

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### Section V. CAFOs and MAFOs Required Plan Information

CAFO and MAFO applicants must submit required plans with the NOI. Please check off the type(s) of plan(s) submitted with NOI and indicate the status of the plan. Also record the name, telephone number, and the certificate # of the person who prepared the plan.

- [ ] CNMP
- [ ] OR
- [ ] NMP and [ ] Conservation Plan

Date(s) Plans completed: __________________________

CNMP or NMP Writer’s Name: ____________________________

CNMP or Plan Writer’s Telephone No.: ______________________

CNMP or NMP Writer’s Certificate No.: ____________________________

Soil Conservation and Water Quality Plan (CP) Writer’s Name: ____________________________

CP Writer’s Telephone No.: ____________________________

CP Writer’s Certificate No.: ____________________________

If no required plan is attached, please explain ____________________________

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1) You have the option of sending MDE an updated CNMP **OR** an NMP plus conservation plan. Contact your CNMP plan writer or your NMP writer and make sure both are up to date.

2) A lot of this information should be in your CNMP, but you can also ask your plan writer for their certificate and phone number.

3) MDE is not requesting plans at this time. **DO NOT MAIL A PLAN IN.** They will ask you when they want it. Instead write: “Plan is updated and on file and will be sent in as requested”
1) Sign and date your NOI for.
2) Write your name in print.
3) List your title. (owner/operator, etc)

This document is written to help you fill out the NOI and may be subject to change based on MDE’s decisions (i.e. Fees implemented or they ask for your CNMP in the future). For any questions about the form you should contact Mr. Gary Kelman at MDE (410-537-4423).

Don’t forget to mail this form with a map of your farm/facilities!

Copy all pages and keep for yourself

Use a Return Receipt (PS Form 3811) through the US Postal Service to make sure they got it! Keep that receipt with the copy of your NOI form.