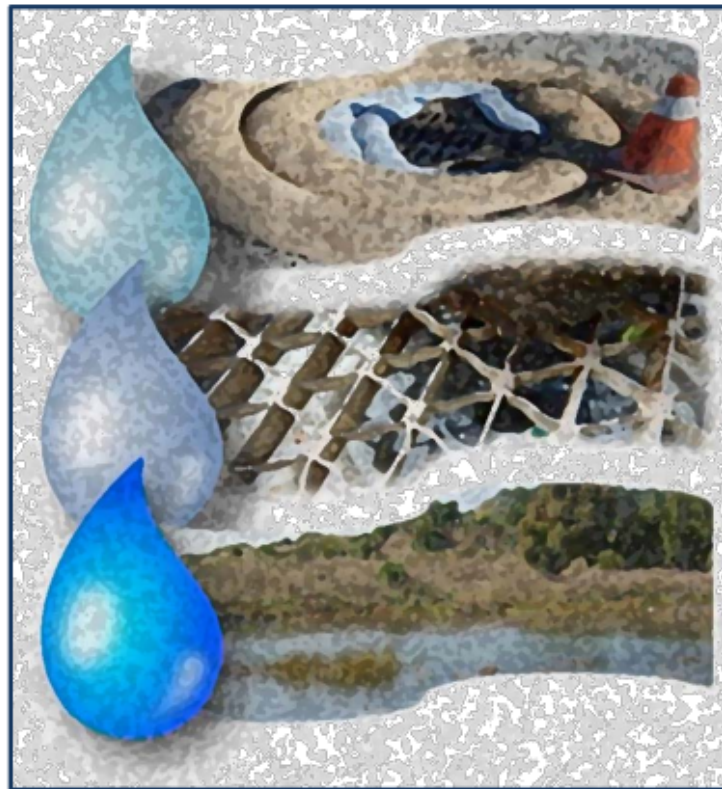


**STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

Notice of Non-Applicability (NONA)



Last Revised: February 2024

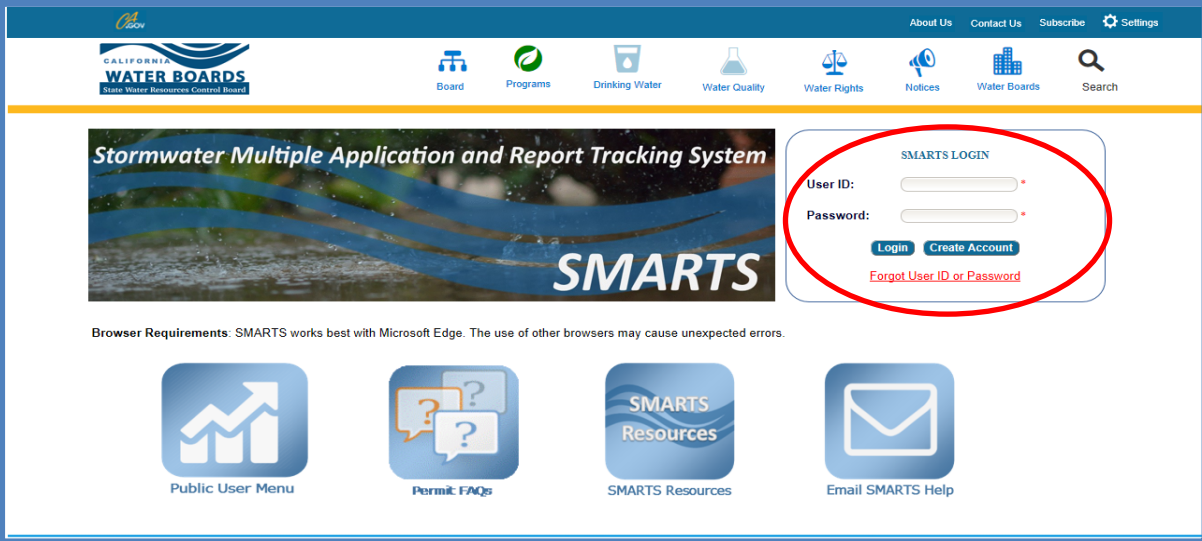
Statewide Construction Stormwater General Permit (CGP) – Notice of Non-Applicability (NONA)

Construction sites that are not hydrologically connected to waters of the United States may opt to file for a NONA instead of a Notice of Intent. A construction site is not hydrologically connected when the site does not discharge precipitation directly into a water of the United States.

Construction sites that are not hydrologically connected filing a NONA select the “No Discharge” option and are required to upload a No Discharge Technical Report. The No Discharge Technical Report demonstrates the construction site does not discharge to a Waters of the United States and shall be signed (wet signature and license number) by a California licensed professional engineer or geologist with hydrological expertise.

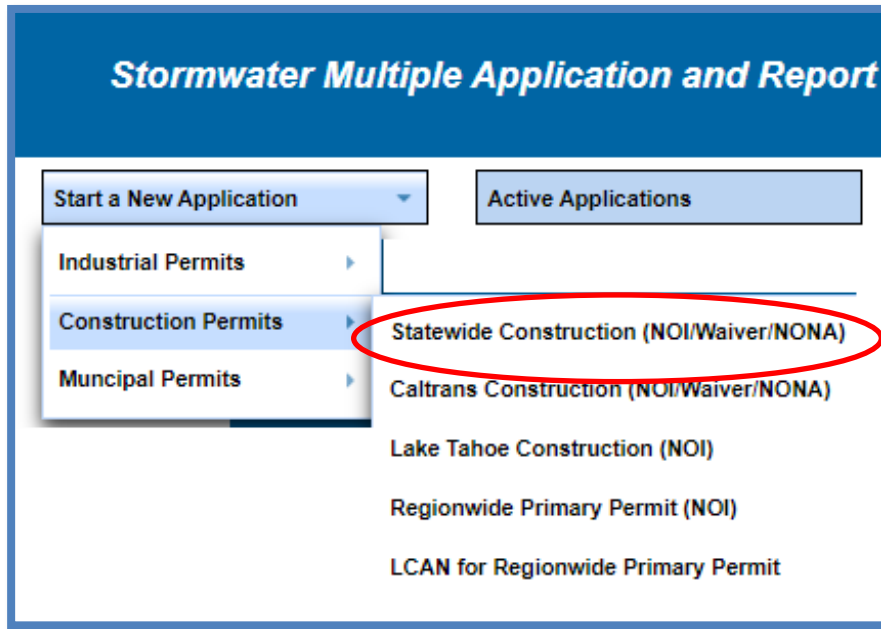
The Notice of Non-Applicability must be certified and submitted by either the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR). This guide provides general guidance for the LRP or DAR to complete a Notice of Non-Applicability certification. For additional questions, contact the SMARTS Help Desk at stormwater@waterboards.ca.gov.

1. Log into [SMARTS](https://smarts.waterboards.ca.gov): (<https://smarts.waterboards.ca.gov>)
Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.

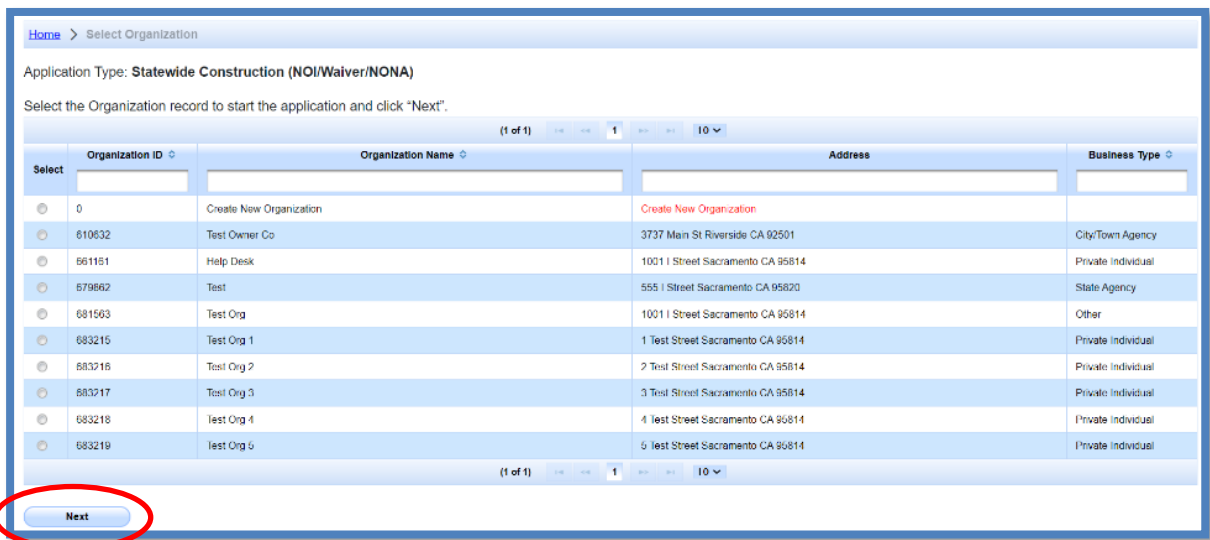


The screenshot shows the SMARTS login interface. At the top, there is a navigation bar with the California Water Boards logo and several menu items: Board, Programs, Drinking Water, Water Quality, Water Rights, Notices, Water Boards, and Search. Below the navigation bar is a banner for the "Stormwater Multiple Application and Report Tracking System" (SMARTS). The main content area features a "SMARTS LOGIN" section with a red circle around the login fields. The fields include "User ID:" and "Password:", both with input boxes and red asterisks. Below the fields are "Login" and "Create Account" buttons, and a link for "Forgot User ID or Password". At the bottom of the page, there are four icons representing different services: Public User Menu, Permit FAQs, SMARTS Resources, and Email SMARTS Help.

- From the main menu, go to the “Start a New Application” drop-down list, select “Construction Permits”, and then select “Statewide Construction (NOI/Waiver/NONA)”.



- Select the organization record to start the new application for or create a new organization record. Only an LRP user account has the option to create new organizations. DAR or Data Entry Person (DEP) users may only link the new application to an existing organization previously linked. If there are no options to select or create an organization, if registered as a DAR or DEP, contact the LRP to link the user account or contact the stormwater help desk to verify the user account is set up as an LRP. Click “Next” to continue.



4. Verify, add, or remove users linked to the new application. Users already linked to the organization automatically populate in this section. To add additional users to the application, click the applicable buttons “Add LRP”, “Add DAR”, or “Add DEP”. Click “Confirm and Create Application” button to continue:

Note: LRPs may link additional LRPs and DARs with the same email domain, or DEPs. For assistance linking a DAR with a different email domain, contact the Stormwater Help Desk at stormwater@waterboards.ca.gov. DARs may only link DEPs; and DEPs cannot link or delink any user.

Home > Select Organization > Display Existing User(s)

Application Type: Statewide Construction (NOI/Waiver/NONA)

Add LRP Add DAR Add DEP **Confirm and Create Application**

Below is a list of User(s) currently linked to the Organization Help Desk

Legal Responsible Person

First Name	Last Name	Email	User Account	Delink User
Matthew	Shimizu	matthewshimizu25@gmail.com	687982	

Duly Authorized Representative

First Name	Last Name	Email	User Account	Delink User
No records found.				

Data Entry Person

First Name	Last Name	Email	User Account	Delink User
No records found.				

5. Select the “Notice of Non-Applicability” option and continue to fill out the NONA. Click the “Create Application” button to continue.

Back > Initial Application Questions

Select Application Type

Notice of Intent
Erosivity Waiver
Notice of Non-Applicability

Application Type: Notice of Non-Applicability

- Is the site's physical location hydrologically connected to the Waters of the United States?
 Yes No
- Has the **No Discharge Technical Report** been developed and signed by a professional engineer or a geologist?
 Yes No

Create Application

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6. Owner Information

Enter all required owner information on the “Owner Information” tab and select “Save & Continue”. All fields marked with a red asterisk must be completed. Once complete, click “Save & Continue”.

Permit Type: Traditional:Construction - NONA Application ID: 568650 Status: Not Submitted

Owner Information Enter the Owner Contact Information

Populate contact information from linked user: LEGAL_RESPONSIBLE_PERSON ▾

Owner Name: * Test Org

Street Address: * 1001 I Street

Address Line 2:

City/State/Zip: * Sacramento CA 95814

Type: * Other ▾ Definitions

Federal Tax ID:

Contact First Name: * Matthew

Contact Last Name: * Shimizu

Title: Scientific Aid

Phone: 916-341-5536 Ext: (999-999-9999)

E-mail: * matthewshimizu25@gmail.com (abc@xyz.com)

[Save & Continue](#) Fields marked with * are mandatory fields.

7. On-Site Contact Information

Enter all required on-site contact information. The on-site contact is someone who is available on-site that oversees day to day operation of the construction activities. Select “Save & Continue” once all fields are complete.

Permit Type: Traditional:Construction - NONA Application ID: 568650 Status: Not Submitted

Owner Information **Enter the on-site contact person. This is the person present on-site that oversees day to day construction activities**

On-Site Contact Information Select the contact from the drop box or enter the contact information into the fields: Select ▾

Company Name: *

Street Address: *

Address Line 2:

City/State/Zip: * CA

Contact First Name: *

Contact Last Name: *

Title:

Phone: * Ext: (999-999-9999)

Email: * (abc@xyz.com)

[Save & Continue](#) Fields marked with * are mandatory fields.

8. Site Information

Enter all required site information.

Permit Type: Traditional:Construction - NONA Application ID: 568638 Status: Not Submitted

Enter the Site Information

Owner Information
On-Site Contact Information
Site Information
Additional Site Information
Attachments
Certification
Linked Users

Site Name: *

Street Address: *

Address Line 2:

City/State/Zip: * All CA

Latitude: *

Longitude: * [Lookup Map](#)

Total Site Size: * Acres

Total Planned Disturbed Acreage * Acres

Tract Number(s):

Mile Post Marker:

Construction Start Date: * (mm/dd/yyyy)

Complete Grading Date: (mm/dd/yyyy)

Final Stabilization Date: * (mm/dd/yyyy)

[Save & Continue](#) Fields marked with * are mandatory fields.

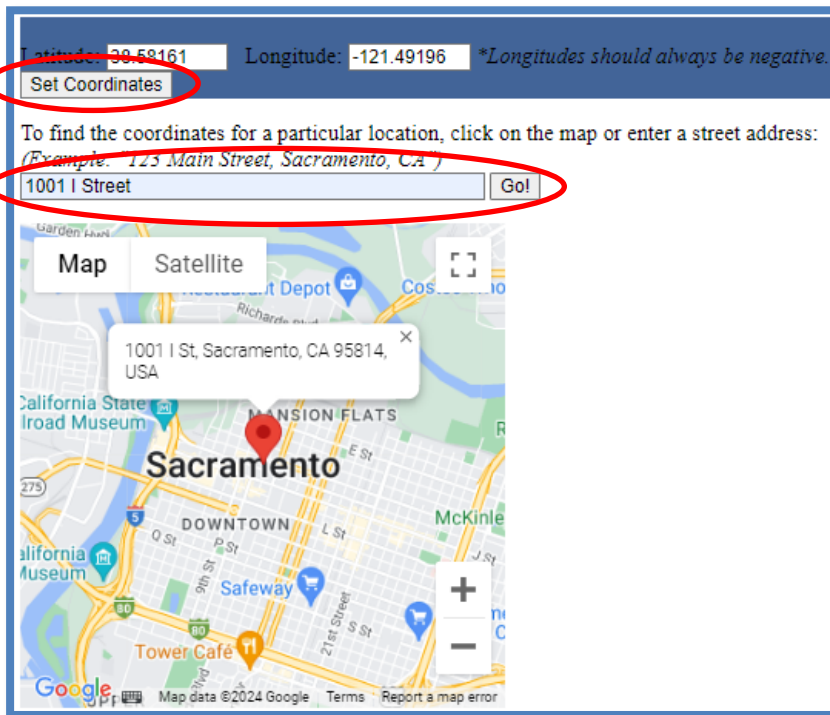
If the construction site does not have a specific street address, enter the general location of the site (i.e. between Main St and Front Rd.).

The latitude and longitude are entered as decimal degrees. If those values are not known, use the “Lookup Map” link. This tool allows users to either enter the site’s address or select a point on a map to determine the latitude and longitude.

Latitude: *

Longitude: * [Lookup Map](#)

Enter the street address and select “Go!”. Click “Set Coordinates” to populate the latitude and longitude.



9. Additional Site Information

The information listed in the “Additional Site Information” tab are generated based on the coordinates entered on the “Site Information” tab. Review the data listed and select “Save & Continue”.



10. Attachments

Upload the No Discharge Technical Report by selecting “Upload Attachment”.

The screenshot shows a web application interface for a permit application. At the top, it displays 'Permit Type: Traditional Construction - NONA', 'Application ID: 568650', and 'Status: Not Submitted'. On the left, there is a navigation menu with buttons for 'Owner Information', 'On-Site Contact Information', 'Site Information', 'Additional Site Information', 'Attachments' (highlighted in green), 'Certification', and 'Linked Users'. The 'Upload Attachment' button in the top navigation bar is circled in red. Below the menu, there is a 'Files Uploaded' section with a table header and a 'Continue' button at the bottom.

- **Attachment File Type:** Select “No Discharge Technical Report.” Additional files such as “Supporting Documentation” may be attached as applicable.
- **Attachment Title:** Enter the title of the document.
- Click **“Choose File”**: Locate the file on the computer and select it.
- **Upload Files:** Select “Upload Files” when all attachments are ready to be uploaded.
- After the file(s) are uploaded, select “Continue”.

Note: The maximum file size is 100MB and the file name should not be longer than 30 characters and does not contain any special characters or symbols.

This screenshot shows the application interface after the 'Upload Attachment' step. The 'Attachments' section is active, displaying a table with columns for 'Attachment File Type', 'Attachment Title', 'File Description', 'Part No.', 'Document Date', and 'File Name'. The first row contains 'No Discharge Technical Report' and 'No Discharge Technical Rej'. The 'File Name' column has a 'Choose File' button circled in red. Below the table, there are 'Upload Files', 'Cancel', and 'Add New Row' buttons. The 'Upload Files' button is circled in red. Below this, there is another 'Files Uploaded' section with a table header and a 'Continue' button at the bottom, which is also circled in red.

11. Certification

Select “Perform Completion Check”.

Permit Type: Traditional:Construction - NONA Application ID: 568650 Status: Not Submitted

Owner Information Perform the completion check to verify that all required information is completed. Click the button below to start completion check.

On-Site Contact Information **Perform Completion Check**

The “Perform Completion Check” function provides the user with a notification of any errors that must be corrected prior to certification of the NONA.

Permit Type: Traditional:Construction - NONA Application ID: 565729 Status: Not Submitted

Owner Information The application appears to be incomplete. Please correct the errors shown below before the application can be certified.

On-Site Contact Information

Site Information

Additional Site Information

Error Message	Tab to Correct
Total Site Size (acres) on the Site Information tab is a required field.	Site Information
Required Document: No Discharge Technical Report. Please upload a No Discharge Technical Report on the Attachments tab and verify the correct File Type is selected.	Attachments

After the completion check errors are identified, go back to the “Certification” tab and “Perform Completion Check” again. If no errors display, continue to certify the NONA.

Any user may perform this check, but if a DEP performs the check, the system provides a “Notify LRP/DAR” button. Pressing the button notifies the LRP or DAR the NONA is complete and requires their certification. The LRP or DAR should review the prepared NONA for accuracy prior certifying.

The LRP or DAR must have the signed electronic authorization form on file before the application can be certified. If the form is not on file, select “Print E-Authorization Form,” sign with original wet signature preferably in blue ink, then mail it to the Water Boards.

LRP or DAR Certification

There are two options for the LRP or DAR to submit the NONA:

- a. The LRP or DAR may access the “Documents Ready for Certification” SMARTS menu option if notified by the DEP.
 - Select the NONA to certify by checking the box next to the Application ID.
 - Check the box next to the certification statement, answer the security questions, and enter the user account password.
 - Click “Certify Selected” to submit the NONA.

Home > Certification Documents Detail

Below is a list of applications and/or reports that are ready to be submitted. Select the application or report to submit by checking the Select Box.
 Note: If the Select Box is not displayed, your Signed Electronic Authorization Form has not been received.

Applications

Select	Application ID	Permit Type	Operator/Owner Name & Address	Facility/Site Name & Address	Application PDF
<input type="checkbox"/>	570968	Construction	Test Org 1001 I Street Sacramento CA 95814	Test NONA 1 777 I Street Adelanto CA 90001	Application PDF

Certification & Submission Checklist

You can now certify the above documents by completing the form below:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I will do so formally in writing and electronically notify the State Water Board using SMARTS of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

Certified By

Certifier Name: Matthew Shimizu
 Certifier Title: Scientific Aid
 Date: 03/12/2024

Please answer your security question before certifying the document.

What is your mother's maiden name? *

Enter your password: *

- b. If the NONA is not listed in the “Documents Ready for Certification” SMARTS menu option, the LRP or DAR may access the NONA directly.
- Log in and go to “Pending Applications” in the main menu.
 - Locate and open the applicable number.
 - Click on the “Certification” tab and perform the completion check.
 - Check the box next to the certification statement, answer the security questions, and enter the user account password.
 - Click “Certify Application” to submit the NONA.

Permit Type: Traditional:Construction - NONA Application ID: 568650 Status: Not Submitted

Your Application Fee is \$0

Certification & Submission Checklist

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, * or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I am also aware that my user ID and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. My signature on this form certifies that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person. Should I wish to delegate such authority, I * will do so formally in writing and electronically notify the State Water Board using SMARTS of such delegation within 10 days of the delegation. I further certify that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Board, within two business days of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised.

Please enter your password and answer to the security question before certifying this application.

What city were you born? *

Enter your password: *

Certify Later adds the application to the Documents Ready for Certification where multiple applications may be certified at the same time.

The LRP or DAR must have the signed electronic authorization form on file before the NONA may be certified. If the authorization form is not on file, select “Print E-

Authorization Form,” then mail in with an original wet ink signature¹ preferably in blue ink, into one of the addresses listed on the form.

12. After certification, a confirmation screen displays the details of the NONA certification. The user may download a copy of the NONA certification by selecting the “Download Copy of Record” button. The “Copy of Record” is a zip file that contains information pertaining to the submission. It contains a PDF summary of the submitted report and any uploaded attachments.

Permit Type: Traditional Construction - NONA NONA ID: 4 19NNA2787 Order No: 2022-0057-DWQ Status: NONA Submitted

Certified Date: 01/11/2024 Processed Date:

NONA ID	4 19NNA2787
SWRCB Application No.	SA568650
Permit Type	Construction
Certification Date	01/11/2024
Certifier Name	Matthew Shimizu
Certifier Title	Scientific Aid

Download Copy of Record

¹ **Note:** Photocopies, scanned, emailed, or faxed forms are not accepted.

13. A NONA Identification number (NONA ID) is assigned once the application is certified by the LRP.

Permit Type: Traditional:Construction - NONA	NONA ID: 4 19NNA2787	Order No: 2022-0057-DWQ	Status: NONA Submitted
Certified Date: 01/11/2024	Processed Date:		

14. To print a copy of the receipt letter, go to the "Print" tab.

Permit Type: Traditional:Construction - NONA	NONA ID: 4 19NNA2787	Order No: 2022-0057-DWQ	Status: NONA Submitted
Certified Date: 01/11/2024	Processed Date:		
Owner Information	Print Copy		
On-Site Contact Information	Current NONA	Current NONA	
Site Information	Receipt Letter	Receipt Letter	
Additional Site Information	Return Letter	Return Letter	
Attachments	Fields marked with * are mandatory fields.		
Certification			
Print			

Make sure to reference the NONA ID and/or the Application ID in any communications with the Water Boards.