Online Electronic Notice of Intent (eNOI)

For the Special Conditions for Stormwater Discharges Associated with Construction Activity

Department of Natural Resources & Environmental Control
Sediment and Stormwater Program
285 Beiser Blvd, Suite 102, Dover Delaware 19904
302.739.9921

November 2018
Topics for Discussion

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Why eNOI

- In September 2005, EPA promulgated new regulations for online reporting known as Cross Media Electronic Reporting Rule (CROMERR).
- DNREC is complying with this regulation through its Online Reporting System (ORS).
- In accordance with these regulations, States receiving electronic reports must comply with certain minimum requirements.
- States had to receive EPA’s approval for systems receiving electronic reports.
- Delaware’s system to receive reports online has been approved by EPA.
- EPA promulgated eReporting Rule in December 2015 requiring the electronic submission of NOI data.
eNOI website

DNREC’s eNOI site can be found at https://apps.dnrec.state.de.us/eNOI/default.aspx
Creating a User Account

Data Entry Only
Data Entry and Signing Rights
Create a User Account: Who needs it?

Data Entry Only

- Consultants
- Engineers
- Surveyors

Data Entry & Signer

- Operational Control
- Owners
- Developers
- Builders

The eNOI system allows both consultants and those with operational control of construction activity to input data electronically into the eNOI.

In either case, creating a User Account starts by choosing the “NewUser” button on the eNOI website.
Create a User Account

The NewUser button takes you to the Create an Account webpage.
Create a User Account

- As a NewUser, you will be directed to the DNREC Online Reporting System (ORS) to create an account.
- The DNREC ORS is the online tool used by DNREC to comply with EPA’s electronic reporting rule (CROMERR).
Create a User Account

- Fields with asterisks (*) are mandatory.
- For address, city, state and zip, enter work address.
- The Desired Login Name will be your User ID (for logging in).
  - Your email address can be used as a User ID/Login name.
- Click Check Availability to find out if the Login Name is still available (every Login Name has to be unique to this system).
- Choose a Security Question from the drop down menu.
- Provide an Answer to the Security Question.
- Keep a personal copy of your security question and answer.
Create a User Account: User Privilege

**Data Entry Only**

- Individual(s) that enter data into the NOI only, they do not sign the NOI. For example:
  - Consultant
  - Engineer

**Data Entry & Signing Rights**

- Individual(s) that may or may not enter data into the NOI, but are authorized to sign the NOI. For example:
  - Owner
  - Developer
  - Builder
  - Operational control of a project
Create a User Account: Register for Company or a Specific Project

You can register either your company or a specific project(s) when you create your account.

[Image of registration form]

- [Image of registration form]

- [Image of registration form]
Create a User Account: Register for Your Company

To register your Company

- Simply enter your company’s name.
- Click *Submit*.
- Skip to page 15 of instructions.
Create a User Account: Register for Project

- In certain cases, an NOI signer may have had a consultant enter a project(s)’ data.

- If this is the case, when creating an account, the NOI signer should **Register for** the Project.

- When a consultant has added a project(s) for the NOI signer, s/he should choose the **Project** button.

- Input the project’s information into the box provided.

- The project information can be found in the email attachment you received notifying you of the submission.
Creating a User Account: Register for Project

- Once you have input the project information, click the **Add** button.
- Then click the **Submit** button.
Create an Account: Confirmation

- After pressing **Submit**, the following screen will be displayed. This is a confirmation that the first step of the registration has been completed.
- Click the **Close Window** button.
Create an Account: Confirmation

- An email will be sent with a link to complete the process of creating an account.
- This is a sample of the email that will be received to confirm the registration.
- Follow the instructions in order to validate the email address and to continue with the registration process.
Create an Account: Confirmation

- The email link, **Click here to continue**, will navigate to the DNREC ORS webpage.
- **Enter** the answer to the Security Question that you selected on the registration form and press **Submit**.
Create an Account: Create a password

- You then will be prompted to create a password.
- The guidelines for the creation of the password, which may include:
  - 8 – 20 characters
  - Letters and numbers only
  - 1st character may not be a number
- The password will need to be entered a second time for verification.
- Passwords are valid for 90 days, the system will prompt the user for a new password.
- Then press Submit.
Create an Account: Password confirmed

- If you registered as a **Data Entry Only** user, you will receive an email confirmation.

- If you registered as a **Data Entry & Signing Rights** user, you will be prompted to create four more security questions and answers.

- Use the dropdown menus to choose your security questions. Submit your answers and click **OK**.

---

Dear Joe Developer,

Confirmation Email, you have set the password successfully.

Thank you.

DNREC Online Reporting System. Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.

---

State of Delaware

<table>
<thead>
<tr>
<th>Security Question:</th>
<th>Answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose a security question--</td>
<td></td>
</tr>
<tr>
<td>Choose a security question--</td>
<td></td>
</tr>
<tr>
<td>Choose a security question--</td>
<td></td>
</tr>
<tr>
<td>Choose a security question--</td>
<td></td>
</tr>
</tbody>
</table>

[OK] [Reset]
Create an Account: Electronic Signature

- The user is then directed to the electronic signature agreement. You may need to scroll down to find the prompts.
- Click **Print Agreement**.
- Check the **I have printed the agreement** box.
- Click **Submit**.
Create an Account: Electronic Signature

Sample Electronic Signature Agreement

ELECTRONIC SIGNATURE AGREEMENT FOR SUBMITTING DATA ELECTRONICALLY TO THE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC)

In accepting the electronic signature credential issued by the Department of Natural Resources and Environmental Control (DNREC) to sign electronic reports submitted to DNREC’s Online Reporting System (ORS) for Land Development Erosion Control.

Name: Joe Developer
Address: 89 Kings highway
City, State, Zip: Dover, DE, 19901
Email Address: jamie.rutherford@state.de.us
Company Name: Joe Developer

I, Joe Developer,

(1) Agree to protect the signature from use by anyone except me, and to confirm system security with third parties where necessary. Specifically, I agree to maintain the secrecy of the code where the signature is based on a secret code;

(2) Understand that the immediate Supervisor or Witnessing Official who signs below will be contacted by the DNREC and asked to validate my employment at the facility name listed above;

(3) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature, and that legal action can be taken against me based on my use of my electronic signature in submitting an electronic document to the DNREC’s Online Reporting System;

(4) Agree never to delegate the use of my electronic signature or make my signature available or use by anyone else;

(5) Understand that whenever I electronically sign and submit an electronic document to the DNREC Online Reporting System, acknowledgements and a copy of my submission will be made available to me;

(6) Agree to review the acknowledgements and copies of documents I electronically sign and submit to the DNREC Online Reporting System;

(7) Agree to report to the DNREC, within twenty-four hours of discovery, any evidence of the loss, theft, or other compromise of any component of my electronic signature;

(8) Agree to report to the DNREC, within twenty-four hours of discovery, any evidence of discrepancy between an electronic document I have signed and submitted and what the DNREC Online Reporting System has received from me;

(9) Agree to notify the DNREC if I cease to represent the regulated entity specified above as signatory of that organization’s electronic submissions to the DNREC Online Reporting System, as soon as this change in relationship occurs and to sign a surrender certification at that time.

E-mail Address for DNREC Online Reporting System correspondence:

Name of electronic signature holder: Joe Developer
Signature of electronic signature holder:
Official Title:
Date:
Authorization by Immediate Supervisor or Witnessing Official:
I, Joe Developer, acknowledge that the individual named above acts or will act on behalf of and is authorized to submit documents on the company’s behalf.

Signature of Immediate Supervisor or Witnessing Official Date

Official Title
Date

Definitions

1. Electronic signature means any information in digital form that is included in or logically associated with an electronic document for the purpose of expressing the same meaning and intention as would a handwritten signature if affixed to an equivalent paper document with the same reference to the same content. The electronic document bears or has on it an electronic signature where it includes or has logically associated with it such information.

2. Electronic signature credential refers to the credential held by the individual user that is used to electronically sign electronic submissions. The electronic signature credential consists of the DNREC Online Reporting System password that the certifier establishes when he/she creates his/her DNREC Online Reporting System account and answers to 5 questions provided by himself and stored by DNREC Online Reporting System. The password and answer to a question will be asked each time a user attempts to certify an electronic submission through DNREC Online Reporting System and the correct answer will allow for the certification and submission of the Electronic Reporting file to DNREC.

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:
Watershed Stewardship
99 Kings Highway
Dover, DE 19901
Phone No:
email address:
Attention: Joanna Godfrey
Create an Account: Electronic Signature

- Read the printed electronic signature agreement.
- **Sign the printed electronic signature agreement and mail it to the address shown.**
- **Do not mail NOI’s or checks to DNREC.**

E-mail Address for DNREC Online Reporting System correspondence:

Name of electronic signature holder: Name printed here
Signature of electronic signature holder: Sign here
Official Title: 
Date: 

Authorization by Immediate Supervisor or Witnessing Official:
I, acknowledge that the individual named above works at/for
and is authorized to submit documents on the company’s behalf.

Signature of Immediate Supervisor or Witnessing Official: 
Date: 

DNREC
Sediment and Stormwater Program
285 Beiser Blvd, Suite 102
Dover, DE 19904
Create an Account: Electronic Signature

- After the Electronic Signature Agreement is received, verified, and approved by Sediment and Stormwater Program, an email confirmation is sent to the user.

- The user with signing rights will be able to electronically sign the NOI.
Entering Data into the eNOI

DNREC eNOI
Entering eNOI data

Data Entry Only

- Once you have created an account and DNREC has approved your account, you will be able to enter data into the electronic NOI.

Data Entry & Signing Rights

- Once you have created an account, signed and submitted the Electronic Signature Agreement, and DNREC has approved your account, you will be able to enter data into the electronic NOI and electronically sign NOIs.
Entering eNOI data

- Once you have completed the registration, you can log into the eNOI system.
- Open the eNOI webpage and click Login.
eNOI login screen

- Enter your User Name (Login Name) and Password.
- If you have forgotten your password click [Forgot Password] and follow the prompts to reset password.
Both types of accounts can input data to the system but only the accounts with signing rights can view and sign the NOI. To enter data **Click here to do data entry.**
DNREC Online Reporting System

- Each user account has to be approved by the Sediment & Stormwater Program.
- If your account has not been approved you will receive this error message.

Contact the Sediment & Stormwater Program at DNREC_eNOIadmin@state.de.us
When your account is approved, the system will take you to the main page of electronic Notice Of Intent (eNOI) application.

Click **Add New Submission** to start the data entry of a new NOI.
Enter the data elements for your project starting with the owner’s information.

Use the dropdown menu to choose the **Company Type**.

Fields with asterisks(*) are mandatory.
Continue entering the Contact information.

If the Contact information is the same as the owner’s, just click Copy.

Otherwise, input the Contact’s information.
eNOI Data Entry

- Continue entering the Billing information.
- The billing information should reflect the person/company paying for the NOI.
- Use the dropdown menu to copy either the owner’s or contact’s info and click **Copy**.
- Otherwise, input the billing information.
eNOI Data Entry

- After completing the Owner, Contact, and Billing information click **Next**.
Input the project information.

Dropdown menus are provided for your convenience.

Fields with asterisks(*) are mandatory.

Type N/A if no municipality.
The dropdown menu for project type gives a wide range of types from which to choose.

If you choose “Other” use the box circled to identify the type of project.
eNOI Data Entry

- To add the project's Tax Parcel Information choose **Click here to add Tax Parcel** to open the section.
- Choose the County where the project is located.
- Input the tax Parcel Number into the boxes.
- Click **Add Tax Parcel**.
If you added the Tax Parcel click Map Point.
eNOI Data Entry

A map with the Parcel outlined in red should appear.

Use your curser/pointer and click the discharge point from the lot.

The Latitude and Longitude of the Parcel should appear.
Click the X in the corner of the map.

The Latitude, Longitude, and Watershed will automatically populate the cells.
You can also add the Latitude and Longitude manually and the watershed will be automatically populated.

The Latitude and Longitude should extend 6-digits past the decimal point (e.g. 39.160327).

The longitude should have a negative sign in front of the digits.

Click **Map Point** to ensure the latitude and longitude you entered corresponds to your project.
eNOI Data Entry

- Use the dropdown menu to choose your BMP(s).
- Include all BMPs and the quantity of BMPs.
- Click **Add BMP** for each new BMP you add.
- Click **Next** to navigate to the next screen.
Your NOI must be approved prior to obtaining Sediment and Stormwater Plan approval.

Use the dropdown menu to select the Approval Agency.

Land areas should be input to the tenth of an acre.

Click Save.
eNOI Certification

*IMPORTANT*

- If you are a Data Entry Only user, you must include the email of the owner in cell titled **Permittee 1 Email address**.
- If you are a Data Entry & Signing Rights user and signing this NOI, check the **Check this Box if you are signing this application**.

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address:  

✓ Check this box if you are signing this application.
The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address: □ Check this box if you are signing this application.

Permittee Certification

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 this 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 certify under penalty of law that I understand the terms of and conditions of the Delaware National Pollutant Discharge Elimination System (NPDES) Special Conditions for Storm Water Discharges Associated with Construction Activities.

✓ I Agree

Next  Cancel

Read the Permittee Certification and check the “I Agree” box to move forward.

Then click Next.
## Summary & Filing the eNOI

### Submission Summary

<table>
<thead>
<tr>
<th>Submission Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Name</td>
<td>Test Builders DE 2018</td>
</tr>
<tr>
<td>Owner Address</td>
<td>80 Kings Highways, DE, 19901</td>
</tr>
<tr>
<td>Permit Number</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>Test School Kent County</td>
</tr>
<tr>
<td>Project Address</td>
<td>Duck Creek Parkway, Smyrna, DE, 19977</td>
</tr>
<tr>
<td>Submission Type</td>
<td>Notice of Intent Application</td>
</tr>
<tr>
<td>Prepared By</td>
<td>Matthew T. Grabowski</td>
</tr>
<tr>
<td>Prepared Company</td>
<td>Matthew Builders DE</td>
</tr>
<tr>
<td>Ref. No.</td>
<td>135</td>
</tr>
</tbody>
</table>

### Submission Status

<table>
<thead>
<tr>
<th>Status Date</th>
<th>Status</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/27/2017</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

### Payment Information

<table>
<thead>
<tr>
<th>Application Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Code</td>
<td></td>
</tr>
<tr>
<td>Amount Paid</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- Review the basic information on the summary to make sure it is correct.
- Click **Submit** to continue.
Review Submission

- Review the .pdf copy of the NOI for accuracy.
- If you find a mistake, scroll down and click **Back**, and go back to the previous page.
- If the document is accurate, click **Continue**.
To make corrections, click **View** to go through the online pages and make your corrections.

Once you’ve made your corrections, click **Submit**.
Review Submission

- Review Submission and Click Continue.
Billing Information

Input your billing information and click **Continue**.
Choose which payment method you’d like to use.

If you choose personal or corporate check you’ll need to know your routing and account numbers.

Select Payment Method

Please choose the method of payment.

- Pay by Credit or Debit Card
- Pay by Personal Check
- Pay by Corporate Check

Pay Now
Debit or Credit Card

- Complete the payment form completely.
- You have the option to change your payment method.
- Click **Continue** when you’ve completed the payment form.
A confirmation page verifying your payment information will appear (the example here is for Credit Card payment).

Click **Confirm Payment** to continue.

You’re NOI has been submitted for approval!
eNOI Confirmation

- You may receive 3 separate email confirmations for one eNOI submission.
  - “Thank You for the Payment - Notice Of Intent Application Fee”
  - “DNREC Online Reporting - Document Submission”
  - “New Submission has been filed!”

Thank you for your payment of $195,000 for the Main NOI Application.

Thank you.

DNREC Online Reporting System.
Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.

Your document, NOI-GeneralNOIPermit-32.pdf, has been submitted.
Click on the following link https://apps.dnrec.state.de.us/testCROMERR/frmAcceptData.aspx?CORID=561d5d2eda7036891de8a2226d239ff166e5068 to view your uploaded document.
In order to approve the document, a person with the appropriate authority will be required to log in to DNREC Online Reporting System and verify the contents of the document. Please forward this e-mail on to whomever has the appropriate authority.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.
The Online Reporting Team. DNREC.

Notice of Intent Application has been filed with a project name as Test Lot 4A- Aandy Brea Industrial Park by you or on your behalf.
Submission Number: 136

NOTE:
Users please click here https://apps.dnrec.state.de.us/eNOI_test/home.aspx to sign the submitted document. New users will need to create an account prior to signing the submitted document. You will be able to create an account by clicking the “New User” button.

If you have not applied the above application or have not hired anyone to apply on your behalf, please contact us at DNREC_eNOIadmin@state.de.us.
Electronically Signing the NOI

**Data Entry Only**

- After paying for the NOI, you will be sent back to the ORS home page.

- An email will be sent to owner instructing them to sign the NOI.
Electronically Signing the NOI

Data Entry Only

- If a consultant completed the eNOI, the authorized signer will receive an email entitled, “New Submission has been filed!”
- Log into the ORS system to sign the NOI.
Electronically Signing the NOI

Authorized Signature

- From the ORS home page, **Click here to view and sign documents** to find the document you need to sign.
Electronically Signing the NOI

Authorized Signature

- Find the appropriate document using the project name & Project Description.
- Click on the **Sign** button.
Electronically Signing the NOI

- Review the copy of the NOI by scrolling through the document, checking for accuracy.
- If accurate, click **Sign Document**.
- If inaccurate, contact **DNREC_eNOIadmin@state.de.us**
Electronically Signing the NOI

To confirm your Electronic Signature, input your password and click Submit.

Confirm Electronic Signature

I certify that I am the authorized person to sign the document as per the Electronic Signature Agreement I signed and submitted to the Department of Natural Resources and Environmental Control. I agree that providing my account password to sign the document constitutes an electronic signature equivalent to my written signature.

Password Validation

Enter the Password:  

Submit  Cancel
Electronically Signing the NOI

- The Electronic Signature confirmation requires a second authentication.
- Input the answer to the security question, and click Submit.
- The NOI has now been signed electronically.
Electronically Signing the NOI

- After providing your password and answer to your security question, the ORS returns to the list of projects.

- Note that after signing the NOI the status of the project changed from “Submitted” to “Signed.”
Electronically Signing the NOI

You also receive an email providing a link to the electronically signed NOI.

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From: DNREC Online Reporting System <dnrec_an@state.de.us>
Sent: Tuesday, January 10, 2017 10:54 AM
To: DNREC Online Reporting - Document Has Been Electronically Signed

Your document has been electronically signed.
You can view your Submission Receipt by using the following link:
https://apps.dnrec.state.de.us/edoc/CORERR/fm5OpenReceipt.aspx?CORID=01be9914380406c20ed7d81dd4
014f0d73f3a3.

Or, you can download your Copy of Record, consisting of the submitted document and the submission report, using the following link:
https://apps.dnrec.state.de.us/edoc/CORERR/GetCOR.aspx?CORID=01be9914380406c20ed7d81dd43014f0d73f3a3.

It is recommended that you retain the following reference:
yardBnp6pBAjDrumW6cGwivm49716cD856dfm18-, and the attached key file (*.cor). These can be used to verify the authenticity of your signed submission. Both the reference and the key file uniquely identify with your signed Copy of Record.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.
The Online Reporting Team, DNREC.
Co-Permittee
Filing for Co-Permittee

- The Special Conditions for Stormwater Discharges Associated with Construction Activity requires any person engaged in land disturbing activity over one acre submit a Notice of Intent.

- In certain cases, more than one entity may be engaged in land disturbing activity at a particular site. For example, a land developer may be installing infrastructure in a subdivision while a homebuilder or homebuilders may be building homes at the same project.

- In a case where more than one entity is engaged in land disturbing activity, each entity must either obtain an NOI or file as a Co-Permittee on the original NOI for the project.
Filing for Co-Permittee

- When Filing for a Co-Permittee, the initial NOI signer must begin the process.
- The Co-Permittee must electronically sign the NOI.
- The Co-Permittee must create an account in DNREC’s ORS in order to electronically sign the NOI.
Filing for Co-Permittee

- The initial NOI signer (owner, developer or person with operational control of the project) must **Login** into the eNOI Online Reporting System webpage.
Filing for Co-Permittee

- Enter your User Name (Login Name) and Password
- Under “User Actions” click the hyperlink “Click here to do data entry”
Filing for Co-Permittee

- Use the Select the Submission Type drop down menu and choose **CoPermittee** and click **Add New Submission**.
Filing for Co-Permittee

- The Online Reporting System will display your List of approved projects.
- Choose the project that you want to add Co-Permittee by clicking **Add CoPermittee** attached to the appropriate project.
Filing for Co-Permittee

- The Co-Permittee Application.
- Confirm the permit information and original permittee information.
- Input the co-permittee’s information.
- Be sure to include the co-permittee’s email address.
Filing for Co-Permittee

- At the bottom of the Co-Permittee Application input the date when you and the co-permittee began to share operational control of the project.
- Click Save.
Filing for Co-Permittee

Data Entry Only

- Add the emails of the two Co-Permittees in the appropriate boxes.

Data Entry & Signing Rights

- Add the email of the Co-Permittee in the Permittee 2 Email address box.

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

- Permittee 1 Email address:
- Permittee 2 Email address:
Filing for Co-Permittee

- After inputting the co-permittee emails check the I Agree box and click Next.
Filing for Co-Permittee

- From the summary page, follow the instructions on pages 46 – 54.
  - Review the NOI
  - Email confirmation
- Electronically sign the NOI (pp. 57 – 64).
Notice of Termination (NOT)
Entering eNOT data

- Open the eNOI webpage and click **Login**.
- eNOT data will be entered in the same system as the eNOI
eNOI login screen

- Enter your User Name (Login Name) and Password.
- If you have forgotten your password click Forgot Password and follow the prompts to reset password
Both types of accounts can input data to the system but only the accounts with signing rights can view and sign the NOT. To enter data Click here to do data entry.
DNREC Online Reporting System

- From drop down menu “Select the Submission Type” Click Terminate NOI
- Click **Add New Submission** to start the data entry of NOT.

---

**User Name:** Matthew T. Grabowski

Welcome to the main page of Notice Of Intent application. Here you could fill out application for new NOI, CoPermittee and Termination, view previous submitted NOIs and even delete incomplete submission.

**NOI Submissions for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under a NPDES General Permit**

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>Project Name</th>
<th>Received Date</th>
<th>Permit Number</th>
<th>Owner</th>
<th>Submission Status</th>
<th>IsSigned</th>
<th>Submission Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>126</td>
<td>Test Subdivision</td>
<td>11/15/2017</td>
<td></td>
<td>Test Company</td>
<td>Open</td>
<td></td>
<td>General NOI/Permit</td>
<td>V</td>
</tr>
<tr>
<td>124</td>
<td>Cold Storage Addition</td>
<td>11/9/2017</td>
<td>5022</td>
<td>Test Ice Cold LLC</td>
<td>Open</td>
<td></td>
<td>CoPermittee</td>
<td>V</td>
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<tr>
<td>131</td>
<td>CHERINGTON</td>
<td>11/17/2017</td>
<td>4782</td>
<td>Test Add Co-Pe#tte</td>
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<td>CoPermittee</td>
<td>V</td>
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<tr>
<td>130</td>
<td>Test Little Creek Boat Ramp</td>
<td>11/17/2017</td>
<td>5031</td>
<td>Test DNREC Div of Parks and Rec</td>
<td>Filed</td>
<td></td>
<td>Terminate CoPermittee</td>
<td>V</td>
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<tr>
<td>105</td>
<td>Rehoboth Elementary School Project A</td>
<td>10/15/2017</td>
<td>Matthew Builders DE</td>
<td>Filed</td>
<td></td>
<td>General NOI/Permit</td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>

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Add a new submission

Select the Submission Type: General NOI/Permit, CoPermittee, Terminate CoPermittee, Terminate NOI

Add New Submission
From the List of Approved General Permit Submissions Click “Add Termination” for the project you wish to submit an NOT
Notice of Termination Form will open. Review both “Permit Information” and “Permittee Information” for accuracy.

### Permit Information

- **NOI ID#:** 4792
- **Date Received:** 2/5/2015
- **Project Name:** CHERRINGTON
- **Project Location/Address:** CENTRAL CHURCH ROAD
- **Zip:** 19903  
  **City:** Dover  
  **State:** Delaware
- **County:** Kent
- **Municipality:**

<table>
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<th>Tax Parcel Number</th>
<th>County</th>
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<tbody>
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<table>
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<th>Latitude</th>
<th>Longitude</th>
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</thead>
<tbody>
<tr>
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<td>-75.600278</td>
</tr>
</tbody>
</table>

### Permittee Information

- **Company Name:** CHESWOLD FARMS LLC
- **Address:** 903 NORTH FRENCH STREET
- **Zip:** 19801  
  **City:** Wilmington  
  **State:** Delaware
- **Phone:** (302) 4260200
- **Email:**

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Complete “Termination of Coverage Information” section and add comments as appropriate. **Click Save**

Termination of Coverage Information

- **Construction Completion Date:** [mm-dd-yyyy]

- **Have all items and conditions of the Plan been satisfied in accordance with the Delaware Sediment and Stormwater Regulations?**
  - [ ] Yes
  - [x] No

- **Has as-built documentation verified that the permanent stormwater management measures have been constructed in accordance with the approved Plan and the Delaware Sediment and Stormwater?**
  - [ ] Yes
  - [x] No

- **Has final stabilization of the site been achieved?**
  - [ ] Yes
  - [x] No

- **Comments:**

  

**Save** **Cancel**
eNOT Certification

*IMPORTANT*

- If you are a Data Entry Only user, you must include the email of the owner in cell titled Permittee 1 Email address.
- If you are a Data Entry & Signing Rights user and signing this application, check the Check this Box if you are signing this application.

The Submission is successfully saved.

Email address(es) of the applicant(s) who needs to sign this application.

Permittee 1 Email address:  

✓ Check this box if you are signing this application.
You must check the I Agree box.

Then click Next.
Summary & Filing the eNOT

Submission Summary

Review the basic information on the summary to make sure it is correct.

Click Submit to continue.
Review Submission

- Review the .pdf copy of the NOT for accuracy.
- If you find a mistake, scroll down and click Back, and go back to the previous page.
- If the document is accurate, click Continue.
Electronic Signature
Notice of Termination (NOT)
Electronically Signing the NOT

Data Entry Only

- After submitting the NOT, you will be sent back to the ORS home page.

- An email will be sent to owner instructing them to sign the NOT.
Electronically Signing the NOT

Data Entry Only

- If a consultant completed the eNOT, the authorized signer will receive an email entitled, “New Submission has been filed!”

- Log into the ORS system to sign the NOT.
Electronically Signing the NOT

Authorized Signature

- From the ORS home page, **Click here to view and sign documents** to find the document you need to sign.
Electronically Signing the NOT

Authorized Signature

- Find the appropriate document using the project name & Project Description.
- Click on the Sign button.
Electronically Signing the NOT

- Review the copy of the NOT by scrolling through the document, checking for accuracy.
- If accurate, click **Sign Document**.
- If inaccurate contact **DNREC_eNOIadmin@state.de.us**
Electronically Signing the NOT

To confirm your Electronic Signature, input your password and click Submit.

Confirm Electronic Signature

I certify that I am the authorized person to sign the document as per the Electronic Signature Agreement I signed and submitted to the Department of Natural Resources and Environmental Control. I agree that providing my account password to sign the document constitutes an electronic signature equivalent to my written signature.

Password Validation

Enter the Password: ____________________________  

Submit  Cancel
Electronically Signing the NOT

The Electronic Signature confirmation requires a second authentication.

Input the answer to the security question, and click Submit.

The NOT has now been signed electronically.
Electronically Signing the NOT

- After providing your password and answer to your security question, the ORS returns to the list of projects.

- Note that after signing the NOT the status of the project changed from “Submitted” to “Signed.”
Electronically Signing the NOT

- You also receive an email providing a link to the electronically signed NOT.
- The owner will receive a pdf copy of the NOT once the document has been approved by DNREC.