

**Unpaved Roadways and Parking Areas  
Model General Permit (MGP) Application Instructions**

When the applicant is ready to apply, the following steps should be followed:

**IF YOU ARE SUBMITTING A HARDCOPY APPLICATION**

1. Complete and sign the Qualifying Criteria document. The same signatory for the application should sign Qualifying Criteria document.
2. Complete the PTI/PTIO Application and the appropriate EAC form(s). Have the signatory, as defined in OAC rule 3745-31-04(B), sign the application.
  - a. PTI/PTIO Applicants: It is necessary to ONLY complete the following section of the PTI/PTIO application:  
  
General Cover Sheet – Facility and contact information sections  
Section I – 1, 2, 3, 5, 6, 7, 8  
Section II – 1, 2, 6, 10
  - b. EAC form instructions: It is necessary to ONLY complete the following sections of the EAC form for Roadways and Parking Areas: Fugitive Dust Emissions (EPA Form 3111): Questions: 1, 2, 3, 5, 6, 7  
  
Note: *The facility does not need to determine a mean vehicle weight* since the allowable limits in the permit were based on a ‘worst case’ scenario.
3. Include a cover letter that states specifically which model general permit you are applying for, using the "Source Description" and "MGP Number" contained on the "Qualifying Criteria" document.

Submit all required documents to the District Office or Local Air Agency.

**IF YOU ARE SUBMITTING AN ELECTRONIC APPLICATION IN AIR SERVICES**

1. Complete the electronic PTI/PTIO Application in Air Services, selecting the appropriate General Permit Category and Type. It is necessary to only complete the follow fields:
  - a. PTI/PTIO Application (main page): 1, 2, 3, 4 (if applicable), 7
  - b. Emission Unit Information (for each emissions unit): 1, 6 (attach a Process Flow Diagram), 10
2. Complete the following forms and upload them as an attachment to your electronic application.
  - a. Qualifying Criteria document (signature is NOT required on the form when using Air Services).
  - b. The appropriate EAC form(s). It is necessary to ONLY complete the following sections of the EAC form for Roadways and Parking Areas (EPA Form 3111): Questions 1, 2, 3

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- c. A process Flow Diagram.
3. Ensure your Facility Profile is current including owner/contact information, SSC Code information and any relevant control equipment information.