

Construction Close-Out Process Pain Points

NYC DEP BEPA

June 2025



Overview

- ✓ **Introduction**
- ✓ **Identifying Key Personnel**
- ✓ **Coordination Prior to Close Out Request**
- ✓ **Close Out Request Requirements**
- ✓ **Close Out Request Process**
- ✓ **FAQs**
- ✓ **Q&A**

Introduction

Introduction

Overview

The goal of this presentation is to address pain points identified during the NYC DEP construction close out process to streamline reviews and ensure compliance with stormwater guidance.

This Construction Close-Out procedure is applicable when either of these milestones are met:

- ✓ Construction is complete; OR
- ✓ Project is terminated without completing construction

(Temporary Shutdowns should be requested when construction is suspended for less than 12 months)

Introduction

Additional Guidance

 Environmental Protection

311 Search all NYC.gov websites


Environmental Protection

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 Pay My Bills About **Water** Environment Recreation What's New

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Stormwater Management

Stormwater Permits

Workshops

We host monthly stormwater permit workshops on the last Tuesday of each month at 12pm to explain eligibility requirements and guide users through the permit process. Registration for each workshop webinar opens one month prior to the workshop date. [Register here](#).

We'd love to hear your thoughts on future workshops! Please fill out [this survey](#) to let us know what topics you'd like to learn more about.

Past Presentations

- ★ Download the [Guidance on Construction Close-Out Process Presentation](#)
- Download the [Guidance on Geotechnical Investigations for SMP Selection and Design](#)
- Download the [Qualified Inspector Guidance for Compliance with the NYC Stormwater Permit Presentation](#)
- Download the [Green Roof Design for NYC Stormwater Permitting Presentation](#)

Guidance on Construction Close-Out Process

NYC DEP BEPA

February 2025

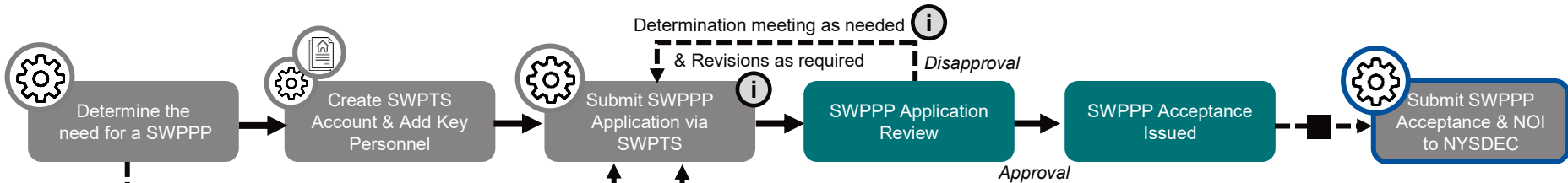
Updated March 2025



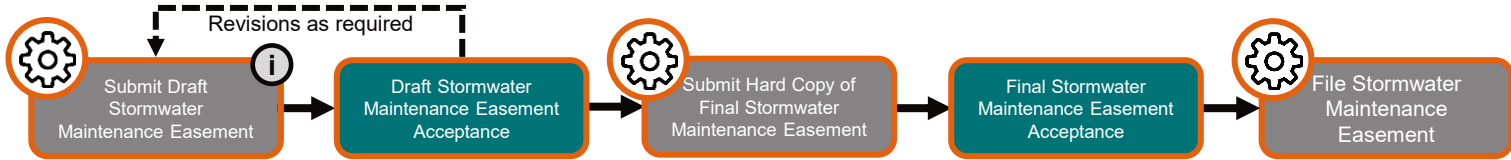
February's workshop on the construction close-out process reviews required submission materials in detail. Today's presentation will provide an overview of these materials but will reference the above workshop for more information.

NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Phase I:
SWPPP
Application



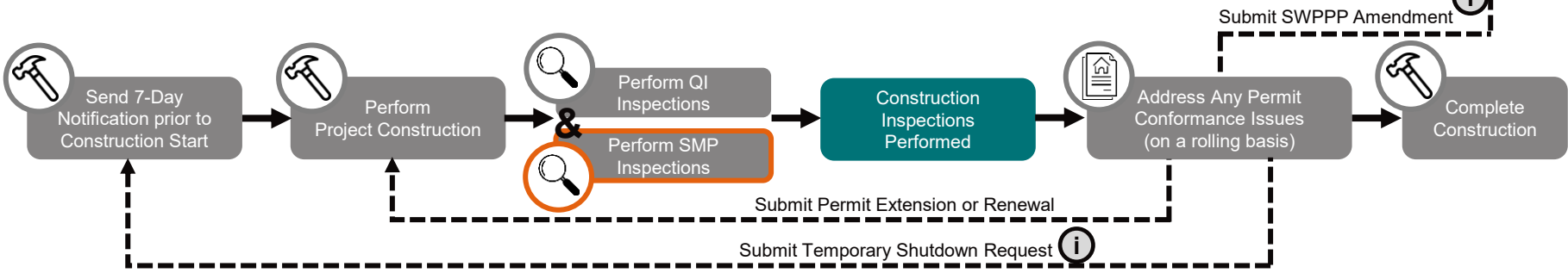
Phase II:
Stormwater
Maintenance
Easement



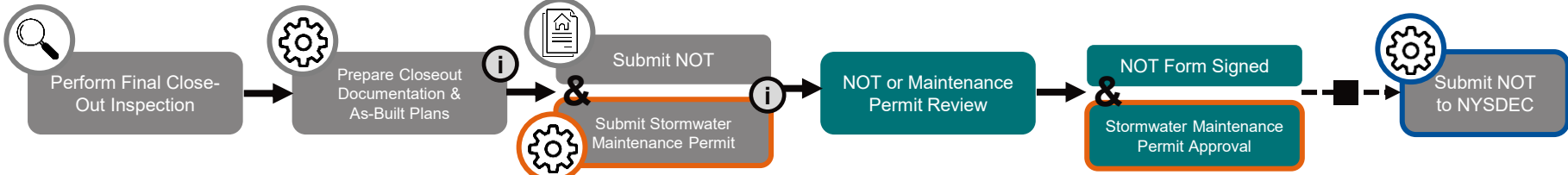
Phase III:
Pre-Construction



Phase IV:
Active
Construction



Phase V:
Construction
Close-Out



Phase VI:
Post-Construction



Legend

Project Team Action Item

DEP Action Item

Step Applicable for SMP Projects

Step Applicable for MS4 Projects

Indicates Required Step

Indicates Supplemental Step (as required)

i Guidance Material Available

Download Approved Documentation

Primary Entity

Owner/Developer

Owner

Qualified Professional

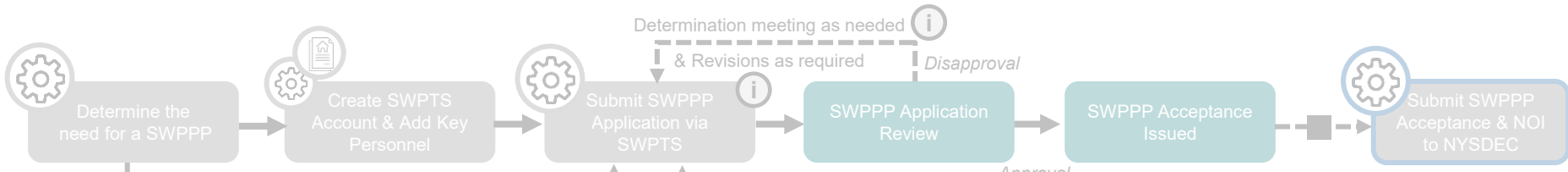
Contractor

Qualified Inspector

Note: This summary diagram is not intended to show all potential sub-steps. While the primary entity typically leads a particular step, other entities may also be involved in that step.

NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Phase I:
SWPPP
Application



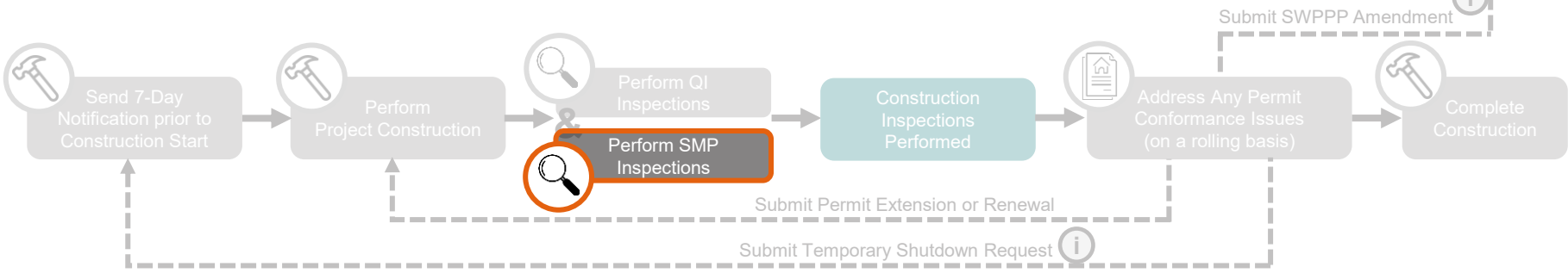
Phase II:
Stormwater
Maintenance
Easement



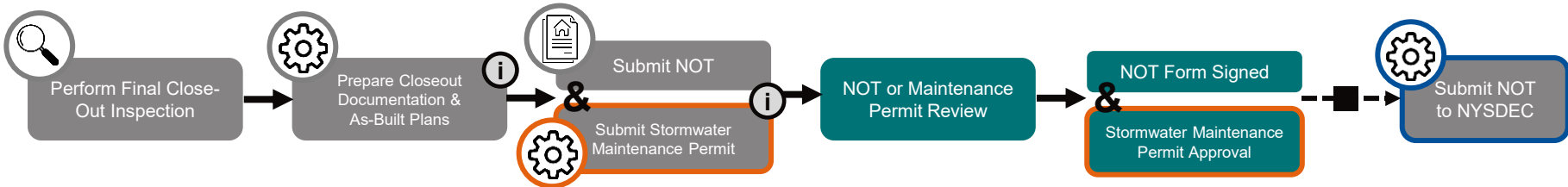
Phase III:
Pre-Construction



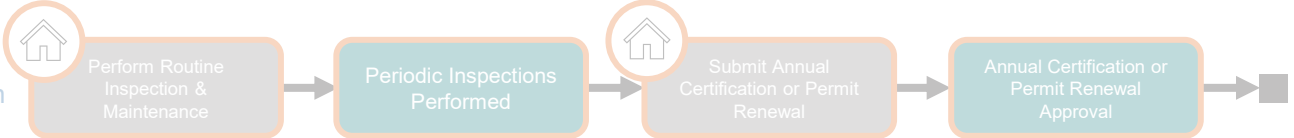
Phase IV:
Active
Construction



Phase V:
Construction
Close-Out



Phase VI:
Post-Construction



Legend

Project Team Action Item

DEP Action Item

Step Applicable for SMP Projects

Step Applicable for MS4 Projects

Indicates Required Step

Indicates Supplemental Step (as required)

i Guidance Material Available

Download Approved Documentation

Primary Entity

Owner/Developer

Owner

Qualified Professional

Contractor

Qualified Inspector

Note: This summary diagram is not intended to show all potential sub-steps. While the primary entity typically leads a particular step, other entities may also be involved in that step.

Identifying Key Personnel

Identifying Key Personnel

Personnel Defined

Note:

The Owner and Developer may be the same person or entity. When a responsibility can be performed by *either* the Owner *or* the Developer, the term “Owner/Developer” is used.



Owner

Definition: Person or entity with legal title to the property on which the project is being constructed.

Responsible for: **Phase V** Requesting and acknowledging a Notice of Termination (NOT) and/or Stormwater Maintenance Permit (MP) in the SWPTS portal.
Submitting eNOT forms to NYSDEC, as applicable, after NYC DEP approval.



Developer

Definition: Person or entity with operational control over the project during construction.

Responsible for: **Phase V** Requesting and acknowledging a Notice of Termination (NOT) and/or Stormwater Maintenance Permit (MP) in the SWPTS portal.
Submitting eNOT forms to NYSDEC, as applicable, after NYC DEP approval.

Identifying Key Personnel

Personnel Defined

Note:

Responsibilities listed are specific to the construction closeout process. This Key Personnel may have additional responsibilities during active construction.



Qualified Inspector (QI) for Final Stabilization

Definition: Person knowledgeable in the principles & practices of ESC.

Responsible for: **Phase V** Conducting Final Close-Out Inspection, acknowledging NOT or MP request in the SWPTS portal, as well as completing eNOT Qualified Inspector Certification – Final Stabilization Form.

Accreditation: The QI for Final Stabilization must be a licensed Professional Engineer (PE), Registered Landscape Architect (RLA) in the State of New York, or a Certified Professional in Erosion and Sediment Control (CPESC).

Identifying Key Personnel

Personnel Defined

Note:

Responsibilities listed are specific to the construction closeout process. This Key Personnel may have additional responsibilities during active construction.



Qualified Professional (QP)

Definition: Person knowledgeable in the principles & practices of stormwater management and treatment.

Responsible for: **Phase IV** Inspecting SMPs under construction to ensure that they are constructed in conformance with the SWPPP.
Phase V Completing eNOT Qualified Inspector Certification – SMPs Form confirming all SMPs have been constructed in conformance with the SWPPP and are operational.

Accreditation: The Qualified Professional must be a licensed Professional Engineer (PE) or a Registered Landscape Architect (RLA) in the State of New York.

Identifying Key Personnel

Personnel Defined



Contractor

Definition: Principal entity retained by the Owner/Developer to construct the covered development project.

Responsible for: **Phase V** Completion of site development activities and ensuring site vegetation is stabilized.

Coordination Prior to Close Out Request

Coordination Prior to Close Out Request

Key Points

Items to consider prior to requesting a Close-Out from DEP:

- ☐ Does the approved SWPPP span multiple tax lots?
- ☐ Has there been a property ownership change since the Construction Permit was issued?
- ☐ Have all site elements (including SMPs) been constructed in accordance with the approved SWPPP?
- ☐ Has the project's most recent Stormwater Construction Permit expired?
- ☐ During construction, did DEP issue a Certificate of Compliance that was not responded to?

Coordination Prior to Close Out Request

☒ Does the approved SWPPP span multiple tax lots?

Note:

When requesting a close out for a subdivision, each lot requires its own MP. Each subdivided lot can be named using the “[Original Project Name] - [Lot #]” for its close-out request.

Yes

Each tax lot typically has its own Maintenance Permit.

Applicant should request a meeting with the Stormwater Permitting Team prior to requesting a close-out to determine submission process and requirements.

No

Current Owner or Developer may submit one close-out request in the SWPTS portal.

Coordination Prior to Close Out Request

☒ Has there been a property ownership change since the Construction Permit was issued?

Yes

Applicant must reach out to NYC DEP Stormwater Permitting Team as soon as possible to determine next steps.

Major amendment will need to be filed to change the Owner listed in the SWPTS portal.

The SWPTS close-out request form pulls data inputs directly from the latest approved SWPPP. Therefore, all SWPPP data should be kept up to date so the correct Owner will be used in the close-out request form.

No

Current Owner or Developer may submit a close-out request in the SWPTS portal.

Coordination Prior to Close Out Request

- ☒ Have all site elements (including SMPs) been constructed in accordance with the approved SWPPP?

Yes

Current Owner or Developer may submit a close-out request in the SWPTS portal.

No

Major amendment will need to be filed to reflect changes from the approved SWPPP and to confirm the project site is still in compliance with stormwater requirements. A complete SWPPP and Amendment Cover Letter must be attached when filing a major amendment.

The SWPTS close-out request form pulls data inputs directly from the latest approved SWPPP. Therefore, all SWPPP data should be kept up to date so the correct project information will be used in the close-out request form.

Coordination Prior to Close Out Request

☒ Has the project's most recent Stormwater Construction Permit expired?

Yes

Reach out to NYC DEP Stormwater Permitting Team ASAP.

A close-out request cannot be submitted on an expired Stormwater Construction Permit.

Therefore, it is important to always keep your Stormwater Construction Permit active until an NOT or Maintenance Permit is approved.

No

Current Owner or Developer may submit a close-out request in the SWPTS portal.

Coordination Prior to Close Out Request

☒ **During construction, did DEP issue a Certificate of Compliance that was not responded to?**

Note:

DEP will issue a Certificate of Compliance (CoC) when the construction site is out of compliance with the approved SWPPP. The CoC will be addressed to a specific Stakeholder. It is that Stakeholder's responsibility to correct the violations and submit documentation to DEP confirming compliance.

Yes

If a Certificate of Compliance (CoC) is not addressed within the required timeline, NYC DEP has the authority to issue an enforcement (i.e. summons, commissioner orders, stop work).

If the project submits a close-out request without addressing the Certificate of Compliance during construction, the project is at risk of not obtaining an MP/NOT.

During the close-out review process, a Disapproval Letter will be issued asking the Applicant to provide verification of the mitigation measures performed during construction to address the CoC comments.

No

Current Owner or Developer may submit a close-out request in the SWPTS portal.

Coordination Prior to Close Out Request

Key Points Completed

Items to consider prior to requesting a Close-Out from DEP:

- ☒ Does the approved SWPPP span multiple tax lots?
- ☒ Has there been a property ownership change since the Construction Permit was issued?
- ☒ Have all site elements (including SMPs) been constructed in accordance with the approved SWPPP?
- ☒ Has the project's most recent Stormwater Construction Permit expired?
- ☒ During construction, did DEP issue a Certificate of Compliance that was not responded to?

Next Step: Ready to prepare Close-Out Submission Materials

Close Out Request Requirements

Close Out Request Requirements

Close-Out Documents: Submission Requirements

- A. Cover Letter 
- B. Final Stabilization QI Inspection Report 
- C. NYSDEC Notice of Termination Forms  
- D. As-Built Plans 
 - Drainage Utility & SMP Plan
 - Cover & Contributing Drainage Area Plan
- E. Operations & Maintenance Manual 
- F. Sewer Connection Card *(as applicable)*
- G. NYC Stormwater Manual Appendix H *(as applicable)*

Documents Applicable
for SMP Projects Only

Important Notes:

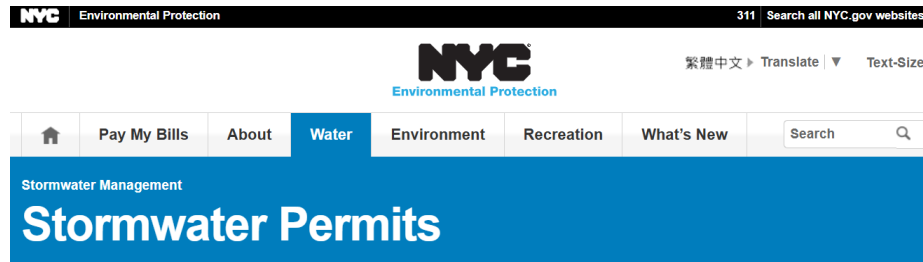
- ★ SWPPP Appendix A requires design drawings be submitted for review. These design drawings do not meet the requirements of the As-Built Plans required for Close-Out.
- ★ SWPPP Appendix I requires a *Draft* Post-Construction Operation and Maintenance Manual be submitted for review. This Draft Manual does not meet the requirements of the Operations & Maintenance Manual required for Close-Out.

Primary Entity

-  Owner/Developer
-  Owner
-  Qualified Professional
-  Contractor
-  Qualified Inspector

Close Out Request Requirements

Close-Out Documents: Submission Requirements



Stormwater Permit Process

Stormwater Pollution Prevention Plan Application (Phase I)

Please refer to the [NYC Stormwater Manual](#) and the following support materials:

- Download the [SWPPP Template](#)
- Download the [SWPPP Appendix E & F Templates](#)
- Download the [SWPPP Submission Checklist](#)
- Download the [No Net Increase Calculator](#)
- Download the [Determination Meeting Request](#)

Stormwater Maintenance Easement (Phase II)

- Download the [Stormwater Maintenance Easement Instructions and Pre-Approved Maintenance Easement Template](#)

Pre-Construction (Phase III)

- Download the [Construction Permit Initiation Submission Checklist](#)
- Download the [Construction Permit Pulling Request Submission Checklist](#)

Active Construction (Phase IV)

- Download the [Amendment Cover Letter](#)
- Download the [Temporary Shutdown Request Submission Guidance](#)

Construction Close-Out (Phase V)

- Download the [Stormwater Maintenance Permit Submission Checklist and Cover Letter](#)
- Download the [Operations and Maintenance Manual Template](#)

Reference: [NYC DEP Stormwater Permits Website](#)

The following Project Close-Out Materials Checklist must be reviewed prior to requesting a Notice of Termination (NOT) or Stormwater Maintenance Permit (MP):

Required Material	Submission Type	Guidance
☐ Cover Letter	NOT & MP (always applicable)	Refer to the Project Close-Out Cover Letter template above.
☐ NYS DEC Notice of Termination Forms	NOT & MP (always applicable)	When requesting a Notice of Termination from NYC DEP, complete and submit the following forms: ✓ eNOT Owner-Operator Certification ✓ eNOT Qualified Inspector Certification Final Stabilization When requesting a Stormwater Maintenance Permit from NYC DEP, complete and submit the following form in addition to the two (2) required forms for a NOT request: ✓ eNOT Qualified Inspector Certification SMPs DEP will issue a completed eNOT MS4 Acceptance form once the NOT or MP request is approved. Applicable projects must submit the completed forms to NYS DEC after NYC DEP approval.
☐ Most Recent Qualified Inspector (QI) Report • Demonstrating Final Stabilization	NOT & MP (always applicable)	Report must confirm: ✓ All development activities identified in the SWPPP have been completed; ✓ All areas of disturbance have achieved final stabilization with sufficient photos to show vegetated areas and the date of planting; ✓ All temporary structural erosion and sediment control measures have been removed; and ✓ Any post-construction stormwater management practices identified in the SWPPP have been constructed in conformance with the SWPPP and are operational
☐ As-Built Cover & Contributing Drainage Area Plan • Must be in a scale no less than 1" to 50' • Must be signed and sealed by a Qualified Professional	MP only (always applicable)	Plan must include: ✓ Drainage structures and pipes ✓ Drainage Areas, and associated drainage points, delineated across entire site ✓ Design Points of Interest for each SMP and any point of discharge, with callouts including: – Contributing drainage area IDs – Total contributing area and surface type delineation ✓ Limit of Disturbance delineated ✓ Most recent tax lot delineation ✓ Topography based on site survey, including spot elevations and contours

Close-Out Documents

A. Cover Letter

- B. Final Stabilization QI Inspection Report
- C. NYSDEC NOT Forms
- D. As-Built Plans
- E. Operations & Maintenance Manual
- F. Sewer Connection Card
- G. NYC Stormwater Manual Appendix H

Close Out Request Requirements

Close-Out Documents: Cover Letter

Cover Letter Template has instructions and guidance on required material for submission.

Required Submission Materials for Project Close-Out & Cover Letter

Instructions:

- Applicant should determine the applicable required Project Close-Out submission material from the checklist on pages 2-3 based on project scope.
- All applicable materials should be prepared, listed in the Project Close-Out Cover Letter, and submitted with the Notice of Termination or Stormwater Maintenance Permit request in the SWPTS Portal.
- Stormwater Maintenance Permit (MP) requests are **ONLY** applicable to projects proposing stormwater management practices (SMPs).
- Notice of Termination (NOT) requests are required for **ALL** projects, with no exceptions.
- As-Built Plans must be signed and sealed by a Qualified Professional (QP). A QP is a person who is knowledgeable in the principles and practices of stormwater management and treatment such as a licensed Professional Engineer (PE) or Registered Landscape Architect (RLA) or other NYSDEC endorsed individual.
- NYC DEP Stormwater Permitting Team will issue a completed and signed eNOT MS4 Acceptance form once the NOT or MP request is approved.

Remove instructions before submitting

To NYC DEP Stormwater Permitting,

[Click or tap here to enter text.], located at [Click or tap here to enter text.], is requesting a [Click or tap here to enter text.] in accordance with RCNY §19.1-03.3. The Applicant has reviewed the Project Close-Out Materials Checklist and has provided the following attachments to this submission:

- NYS DEC eNOT Owner-Operator Certification Form
- NYS DEC eNOT Qualified Inspector Certification Final Stabilization Form
- NYS DEC eNOT Qualified Inspector Certification SMPs Form
- Most Recent Qualified Inspector (QI) Report
- As-Built Cover & Contributing Drainage Area Plan
- As-Built Drainage Utility & SMP Plan
- Operations & Maintenance Manual
- [Click or tap here to enter text.]
- [Click or tap here to enter text.]
- [Click or tap here to enter text.]

Please reach out to [Click or tap here to enter text.] at [Click or tap here to enter text.] with questions regarding the attached documentation.

Close-Out Documents

A. Cover Letter

B. Final Stabilization QI Inspection Report

C. NYSDEC NOT Forms

D. As-Built Plans

E. Operations & Maintenance Manual

F. Sewer Connection Card

G. NYC Stormwater Manual Appendix H

Close Out Request Requirements

Close-Out Documents: Final Stabilization QI Inspection Report



The screenshot shows the NYC Environmental Protection website. The header includes the NYC logo, "Environmental Protection", a search bar, and links for "Español", "Translate", and "Text-Size". The main navigation bar has links for "Home", "Pay My Bills", "About", "Water", "Environment", "Recreation", and "What's New". The "Water" link is highlighted. Below the navigation bar, the "Stormwater Management" section is visible, with a large blue banner for "Stormwater Permits". Under this banner, the "Workshops" section is highlighted, followed by a paragraph about monthly workshops and a link to "Register here". Below that, a paragraph invites users to fill out a survey. The "Past Presentations" section lists four presentations, with the first three marked with a yellow star icon.

Workshops

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We'd love to hear your thoughts on future workshops! Please fill out [this survey](#) to let us know what topics you'd like to learn more about.

Past Presentations

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Qualified Inspector Guidance

NYC DEP BEPA

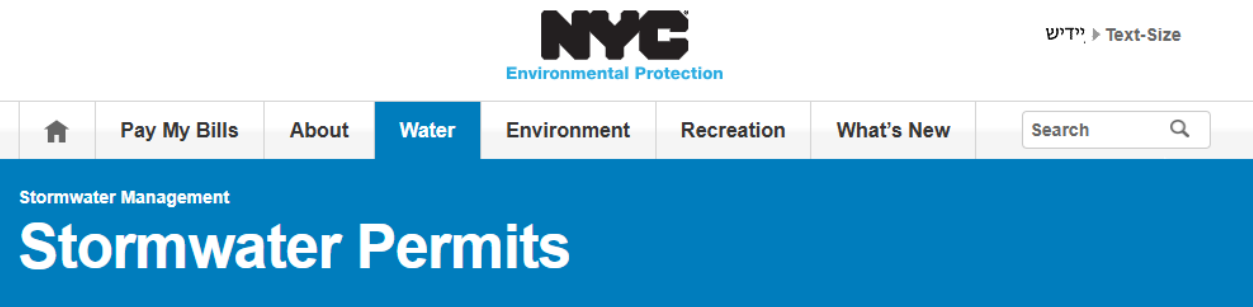
November 2024



Refer to November's workshop provides guidance on Qualified Inspector responsibilities during construction and requirements of inspection reports.

Close Out Request Requirements

Close-Out Documents: Final Stabilization QI Inspection Report

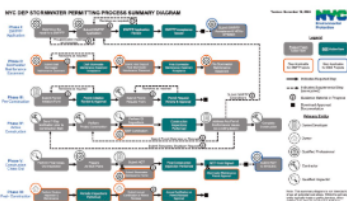


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Any development or redevelopment project (public or private) will require a Stormwater Permit if:

1. It can drain to a City-owned sewer system
2. It disturbs 20,000 sf or more of soil, or adds 5,000sf or more of new impervious area

View [Chapter 19.1 of Title 15 of the Rules of the City of New York](#) for the most up-to-date list of project exclusions and definitions.



Stormwater Pollution Prevention Plan

- When a permit applies, applicants will need to prepare a stormwater pollution prevention plan (SWPPP) that meets up to four requirements, as needed:
- Erosion and sedimentation (ESC)—to minimize the discharge of pollutants during construction activities.
 - Water quality (WQ)—to manage runoff from small, frequent storm events that can significantly impact the quality of receiving waters in both MS4 and CSS areas.
 - Runoff reduction (RR)—to maintain a minimum level of runoff reduction during small storms to preserve natural hydrologic functions.
 - No-net increase (NNI)—to reduce pollutants of concern in MS4 sewershed areas that discharge to an impaired waterbody.

Please refer to the [NYC Stormwater Manual](#) and the following support materials:

- Download the [SWPPP Template](#) – Updated May 2024
- Download the [SWPPP Appendix E & F Templates](#) – Updated Nov 2024

Regular Weekly or Twice Weekly QI Inspections **must be performed until NOT/Stormwater MP is approved** unless a Temporary Shutdown status is granted.

F.2 – Qualified Inspector (QI) Report

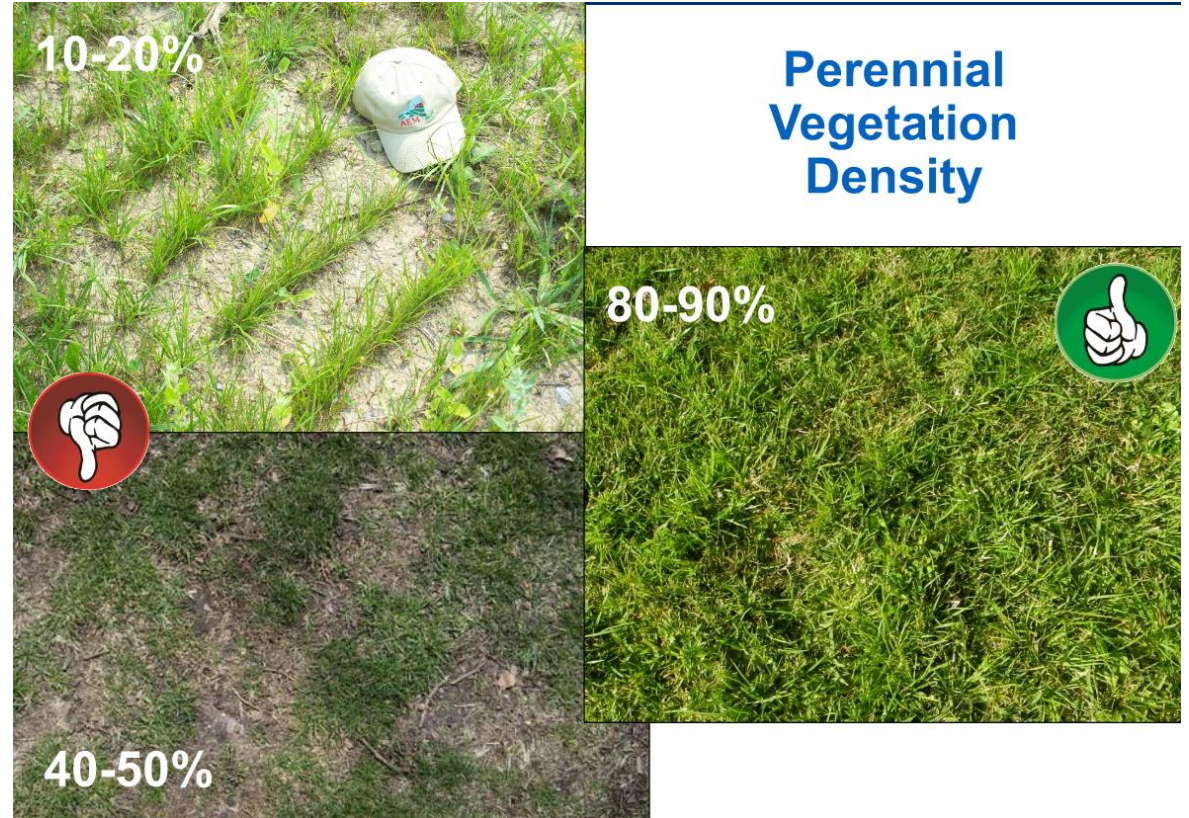
PROJECT NAME Insert Project Name	SITE ADDRESS Insert Site Address	REQUIRED INSPECTION FREQUENCY Insert inspection frequency for site
SWPTS APPLICATION ID Insert SWPTS Application ID	SPDES CGP ID Insert SPDES CGP ID	OTHER SPDES PERMIT IDS Insert other permit IDs (if applicable)
STORMWATER CONSTRUCTION PERMIT ID Insert Stormwater Construction Permit ID	DEVELOPER Insert Name of Developer Entity	CONTRACTOR Insert Name of Contractor Entity (when known)
QUALIFIED INSPECTOR (Name and company)	SUPERVISED QUALIFIED INSPECTOR (Name and company, if applicable)	CONTRACTOR SITE CONTACT (Name, title, phone number, email)
DATE AND TIME OF INSPECTION (Date, day of week, and time of day)	WEATHER AT TIME OF INSPECTION (Temperature and weather conditions)	SOILS AT TIME OF INSPECTION (Area disturbed [in acres] and condition [i.e. wet, dry, saturated, or frozen])
General Inspection Notes: 		

Close Out Request Requirements

Close-Out Documents: Final Stabilization QI Inspection Report

Report must confirm that:

- ✓ All development activities identified in the SWPPP have been completed;
- ✓ All areas of disturbance have achieved final stabilization with sufficient photos to show vegetated areas;
- ✓ All temporary erosion and sediment control measures have been removed; and
- ✓ Any post-construction stormwater management practices identified in the SWPPP have been constructed in conformance with the SWPPP and are operational



Final Stabilization: All soil disturbing activities have been completed and a uniform, perennial vegetative cover with a density of 80% has been established or equivalent stabilization measures have been employed on all unpaved areas and areas not covered by permanent structures

Close-Out Documents

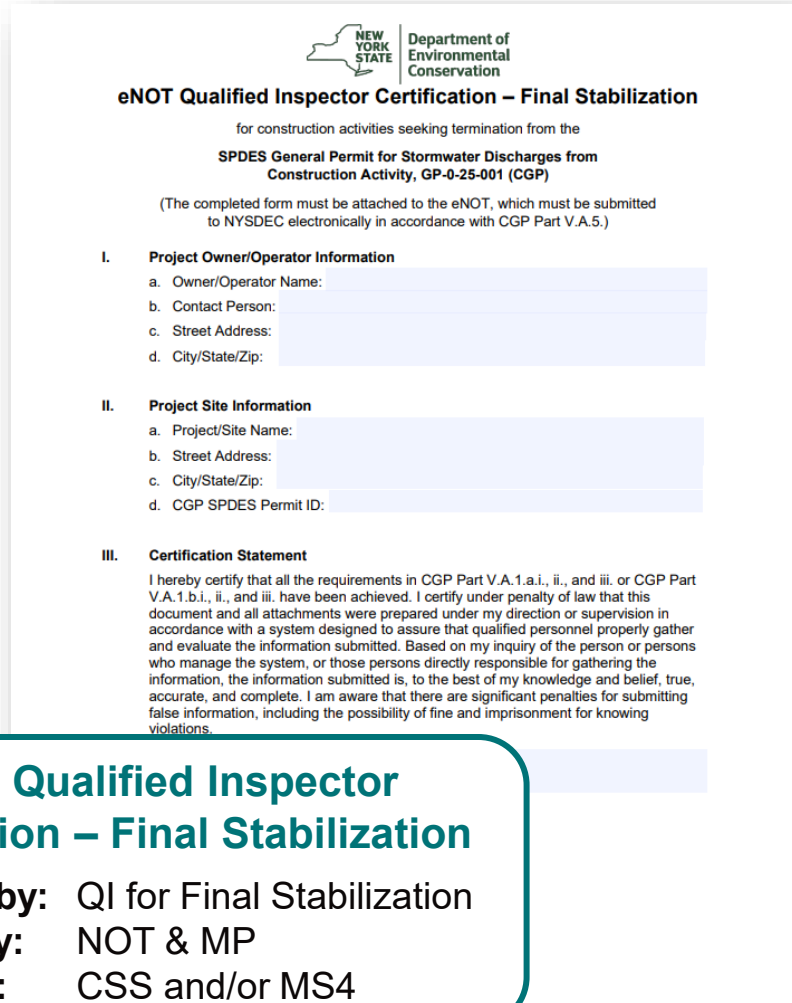
- A. Cover Letter
- B. Final Stabilization QI Inspection Report

C. NYSDEC NOT Forms

- D. As-Built Plans
- E. Operations & Maintenance Manual
- F. Sewer Connection Card
- G. NYC Stormwater Manual Appendix H

Close Out Request Requirements

Close-Out Documents: NYS DEC NOT Forms



The form is titled "eNOT Qualified Inspector Certification – Final Stabilization" and is for construction activities seeking termination from the SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP). It includes a section for Project Owner/Operator Information, Project Site Information, and a Certification Statement. The Certification Statement states that the requirements in CGP Part V.A.1.a.i., ii., and iii. or CGP Part V.A.1.b.i., ii., and iii. have been achieved.

eNOT Qualified Inspector Certification – Final Stabilization

for construction activities seeking termination from the

SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP)

(The completed form must be attached to the eNOT, which must be submitted to NYSDEC electronically in accordance with CGP Part V.A.5.)

I. Project Owner/Operator Information

a. Owner/Operator Name:

b. Contact Person:

c. Street Address:

d. City/State/Zip:

II. Project Site Information

a. Project/Site Name:

b. Street Address:

c. City/State/Zip:

d. CGP SPDES Permit ID:

III. Certification Statement

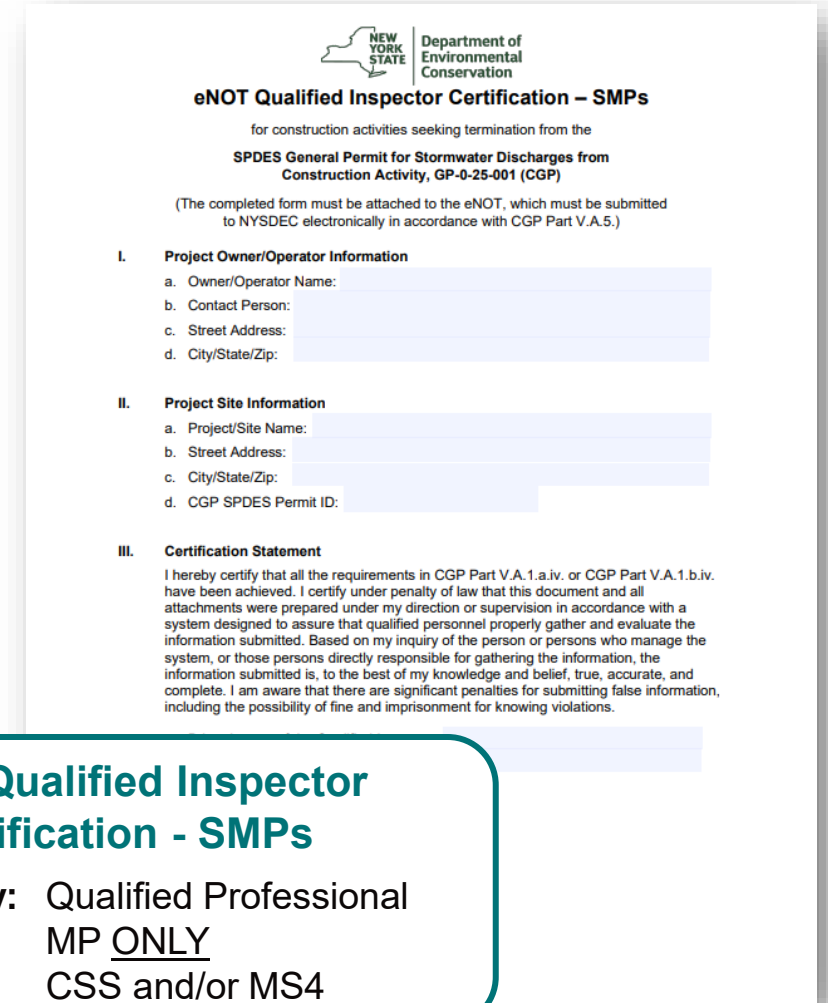
I hereby certify that all the requirements in CGP Part V.A.1.a.i., ii., and iii. or CGP Part V.A.1.b.i., ii., and iii. have been achieved. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure 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, 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.

eNOT Qualified Inspector Certification – Final Stabilization

Completed by: QI for Final Stabilization

Applicability: NOT & MP

Sewer Type: CSS and/or MS4



The form is titled "eNOT Qualified Inspector Certification – SMPs" and is for construction activities seeking termination from the SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP). It includes a section for Project Owner/Operator Information, Project Site Information, and a Certification Statement. The Certification Statement states that the requirements in CGP Part V.A.1.a.iv. or CGP Part V.A.1.b.iv. have been achieved.

eNOT Qualified Inspector Certification – SMPs

for construction activities seeking termination from the

SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP)

(The completed form must be attached to the eNOT, which must be submitted to NYSDEC electronically in accordance with CGP Part V.A.5.)

I. Project Owner/Operator Information

a. Owner/Operator Name:

b. Contact Person:

c. Street Address:

d. City/State/Zip:

II. Project Site Information

a. Project/Site Name:

b. Street Address:

c. City/State/Zip:

d. CGP SPDES Permit ID:

III. Certification Statement

I hereby certify that all the requirements in CGP Part V.A.1.a.iv. or CGP Part V.A.1.b.iv. have been achieved. 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, 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.

eNOT Qualified Inspector Certification - SMPs

Completed by: Qualified Professional

Applicability: MP ONLY

Sewer Type: CSS and/or MS4

Close Out Request Requirements

Close-Out Documents: NYS DEC NOT Forms

★ DEP will issue a completed eNOT MS4 Acceptance form once the NOT or MP request is approved.

NEW YORK STATE

Department of Environmental Conservation

eNOT Owner or Operator Certification

for construction activities seeking termination from the

SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP)

(The completed form must be attached to the eNOT, which must be submitted to NYSDEC electronically in accordance with CGP Part V.A.5.)

I. Project Owner/Operator Information

a. Owner/Operator Name:

b. Contact Person:

c. Street Address:

d. City/State/Zip:

II. Project Site Information

a. Project/Site Name:

b. Street Address:

c. City/State/Zip:

d. CGP SPDES Permit ID:

III. Certification Statement

I certify that I have met the requirements of CGP Part V.A.1., 2., 3., and 4. 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, 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.

eNOT Owner or Operator Certification

Completed by: Owner or Developer

Applicability: NOT & MP

Sewer Type: CSS and/or MS4

NEW YORK STATE

Department of Environmental Conservation

eNOT MS4 Acceptance

for construction activities seeking termination from the

SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP)

(The completed form must be attached to the eNOT, which must be submitted to NYSDEC electronically in accordance with CGP Part V.A.5.)

I. Project Owner/Operator Information

a. Owner/Operator Name:

b. Contact Person:

c. Street Address:

d. City/State/Zip:

II. Project Site Information

a. Project/Site Name:

b. Street Address:

c. City/State/Zip:

d. CGP SPDES Permit ID:

III. Traditional Land Use Control MS4 Operator Information

a. Name of MS4 Operator:

b. MS4 SPDES Permit ID Number: NYR20A

c. Street Address:

d. City/State/Zip:

e. Telephone Number:

IV. Certification Statement

I have determined that it is acceptable for the owner or operator of the construction project identified above to submit the electronic Notice of Termination in accordance with CGP Part V. 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, 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.

Local executive officer or ranking elected official for the MS4 Operator or representative in accordance with CGP Part VII.J.2.:

eNOT MS4 Acceptance

Completed by: DEP

Applicability: NOT & MP

Sewer Type: CSS and/or MS4

Close-Out Documents

- A. Cover Letter
- B. Latest QI Inspection Report
- C. NYSDEC NOT Forms

D. As-Built Plans (Drainage Utility & SMP Plan)

- E. Operations & Maintenance Manual
- F. Sewer Connection Card
- G. NYC Stormwater Manual Appendix H

***Only applicable for sites with SMPs**

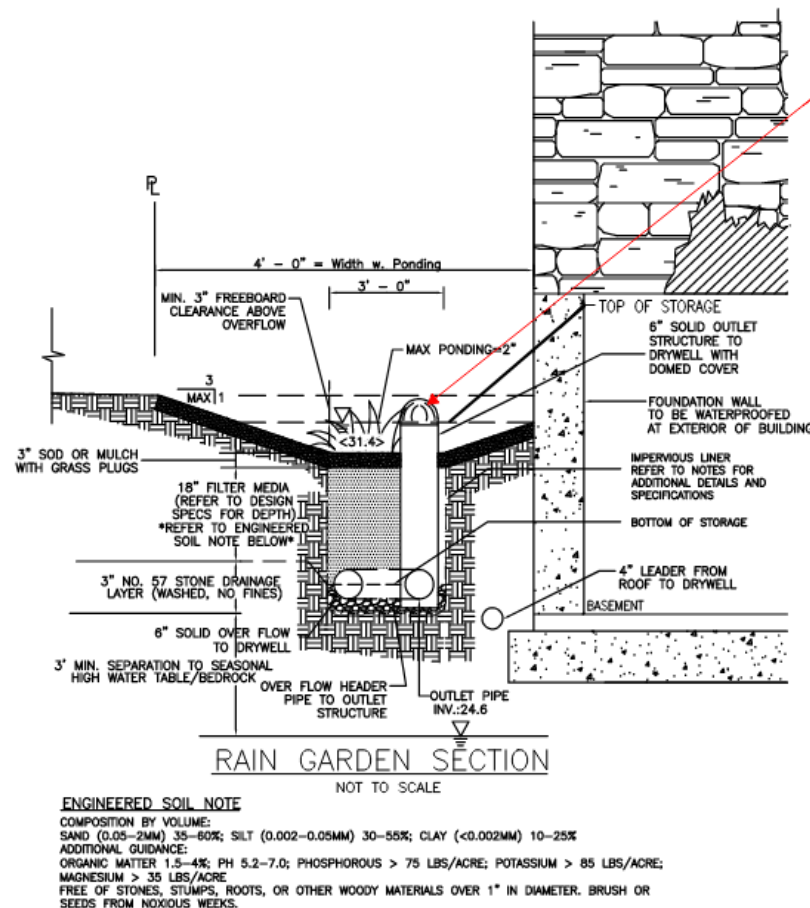
Close Out Request Requirements

Close-Out Documents: As-Built Drainage Utility & SMP Plan Requirements

- ✓ Site surface features,
- ✓ Drainage pipes & structures,
- ✓ Subsurface drainage features of built SMPs, including footprint, pipe invert in/out of SMP, and invert of overflow structure,
- ✓ Callouts for drainage structures and pipes, including sizes, materials, and inverts,
- ✓ Callouts for all points of discharge from the site,

For each SMP:

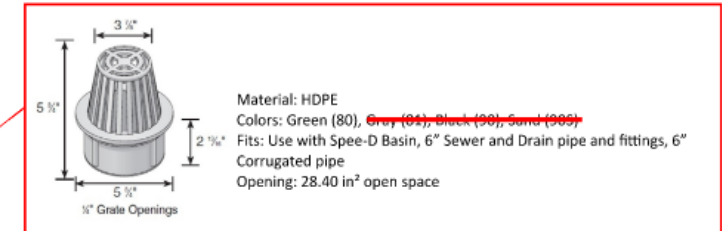
- ✓ Callouts including type, size, and storage volume,
- ✓ SMP type [if manufactured treatment device, specify the manufacturer name, model, size],
- ✓ SMP function type,
- ✓ WQv Treated (cf),
- ✓ Total Tributary area (sf),
- ✓ Impervious Tributary area (sf),
- ✓ Pretreatment (Y/N),
- ✓ Used for required NNI Nitrogen Treatment? (Y/N),
- ✓ Drains to: (CSS/MS4),
- ✓ Soil Depth (ft) [if applicable],
- ✓ Stone Depth (ft) [if applicable]



Notes:

All As-Built plans must be in a scale no less than 1" = 50' and must be stamped by a Qualified Professional.

The examples are intended to show applicable plan elements only and are not intended to be complete as-built plans.



SMP ID:	0012125
Type:	Rain Garden
Function:	Evapotranspiration
Storage Volume (cf)	39
Total Tributary Area (sf)	405
Impervious Tributary Area (sf)	84
WQv treated (cf)	12.0
Pretreatment (Y/N)	N
Used for required NNI Nitrogen Treatment? (Y/N)	N
Drains to: (CSS/MS4)	MS4
Soil Depth (ft)	1.5
Stone Depth (ft)	0.3

Close Out Request Requirements

Close-Out Documents: As-Built Drainage Utility & SMP Plan Requirements

If DEP's SMP Installation Form is not completed, the As-Built Drainage Utility & SMP Plan will need to show the following information for each SMP:

- ✓ Elevations for bottom of practice, interface of each media layer, top of ponding, and top of practice
- ✓ Elevations of any groundwater table or bedrock
- ✓ Elevations for the top/bottom of storage zones
- ✓ Ponding depths
- ✓ Media slope, depths, and specifications
- ✓ Any observation wells and their materials specifications
- ✓ Any pretreatment devices and proprietary SMPs

The following Project Close-Out Materials Checklist must be reviewed prior to requesting a Notice of Termination (NOT) or Stormwater Maintenance Permit (MP):

Required Material	Submission Type	Guidance
☐ As-Built Drainage Utility & SMP Plan - Must be in a scale no less than 1" to 50' - Must be stamped and sealed by a Qualified Professional	MP only <i>(always applicable)</i>	Plan must include: ✓ Site surface features ✓ Drainage structures and pipes, including callouts for Structure #, invert elevation, size, and material ✓ Subsurface drainage features of built SMPs, including footprint, inverts of pipes into or out of the practice, and inverts of overflow structures ✓ On-site sewage treatment system locations ✓ Callouts for all points of discharge ✓ Management SMP callouts including: - SMP Size, Storage Volume, and Type (<i>specify MTD manufacturer name/model and size, if applicable</i>) - SMP Function Type - WQv Treated [cf] - Total & Impervious Tributary Area [sf] - Sail and/or Stone Depth [ft] - Drains to: (CSS/MS4) - Pretreatment (Y/N) - NNI Nitrogen Treatment (Y/N) ✓ Subsurface SMP* callouts including: - Elevations for bottom of practice, interface of each media layer, top of ponding, and top of practice - Elevations of any groundwater table or bedrock - Elevations for the top/bottom of storage zones - Ponding depths - Media slope, depths, and specifications - Any observation wells and their materials specifications - Any pretreatment devices and proprietary SMPs * Subsurface SMP callouts are not required on the As-Built Plans if SWPPP Appendix F.4 SMP Installation Forms are included in the MP submission (templates are available for download at NYC DEP Stormwater Permits).
☐ Operation & Maintenance Manual	MP only <i>(always applicable)</i>	Refer to Operations & Maintenance Manual Template on the NYC DEP Stormwater Permits website.
☐ Certificate of Inspection "Sewer Card" This is not in reference to a Plug Card	MP only <i>(applicability dependent on project scope)</i>	Required for each connection noted within the Project's Approved Site Connection Plan.
☐ NYC Stormwater Manual Appendix H Applies to projects with ROW assets	MP only <i>(applicability dependent on project scope)</i>	Must be completed for each individual asset.

Close Out Request Requirements

Close-Out Documents: As-Built Drainage Utility & SMP Plan Requirements

SMP Installation Form Instructions:

- Document Headers
- **Section A. SMP Installation Table**
 - As SMP Components are inspected and certified, this table should be completed.
 - Table will be filled out over multiple site visits.
 - SMP Components can only be certified if installed in accordance with the most recent approved SWPPP.
- Section B. SMP Cross Sections and/or Profiles
- Section C. SMP Photograph Log

SMP Installation

Stormwater Gallery

SMP ID: _____
SMP Primary Function: _____
SMP Secondary Function: _____

Section A. SMP Installation Table

PROJECT NAME
Insert Project Name

SITE ADDRESS
Insert Site Address

SWPTS APPLICATION ID
Insert SWPTS Application ID

STORMWATER CONSTRUCTION PERMIT ID
Insert Stormwater Construction Permit ID

SPDES CGP ID
Insert SPDES CGP ID

OTHER SPDES PERMIT IDS
Insert other permit IDs (if applicable)

OWNER
Insert Name of Owner

DEVELOPER
Insert Name of Developer Entity

CONTRACTOR
Insert Name of Contractor Entity

Inspected SMP Component	Date & Time of Inspection	Name of Qualified Inspector	Certifies Conformance with Approved SWPPP [✓]	General Notes
Geotextile Fabric				
Location & Placement				
Stone Base Media				
Top/Bottom Stone Elevations				
Dimensions (LxWxD)				
Inlet Pipe				
Invert Elevations				
Pipe Diameter				
Outlet Pipe				
Invert Elevations				
Pipe Diameter				
Internal Structure Header				
Invert Elevations				
Pipe Diameter/Depth				
Internal Structural				

Intended to be filled out throughout construction process

Close Out Request Requirements

Close-Out Documents: As-Built Drainage Utility & SMP Plan Requirements

SMP Installation Form Instructions:

- Document Headers
- Section A. SMP Installation Table
- **Section B. SMP Cross Sections and/or Profiles**
 - Multiple cross sections or profiles may be used to certify all components of the SMP.
 - Each component shown in the cross-sections and/or profiles should be inspected and certified with an initial and date.
- Section C. SMP Photograph Log

SMP Installation Stormwater Gallery SMP ID: _____
SMP Primary Function: _____
SMP Secondary Function: _____

Section B. SMP Cross-Sections and/or Profiles

Intended to be filled out throughout construction process

Close Out Request Requirements

Close-Out Documents: As-Built Drainage Utility & SMP Plan Requirements

SMP Installation Form Instructions:

- Document Headers
- Section A. SMP Installation Table
- Section B. SMP Cross Sections and/or Profiles
- **Section C. SMP Photograph Log**
 - Minimum of one photo per each certified SMP component should be included with a date stamp.

Section C. SMP Photograph Log

SMP Installation Photographs

Include digital photographs, with date stamp, that clearly show the condition of all SMP components that have been constructed in accordance with the most recent approved SWPPP.

SMP Component:
Date of Inspection:

SMP Component:
Date of Inspection:

[Duplicate table rows as needed]

Intended to be filled out throughout construction process

Close-Out Documents

- A. Cover Letter
- B. Latest QI Inspection Report
- C. NYSDEC NOT Forms

D. As-Built Plans (Cover and Contributing Drainage Area Plan)

- E. Operations & Maintenance Manual
- F. Sewer Connection Card
- G. NYC Stormwater Manual Appendix H

***Only applicable for sites with SMPs**

Close Out Request Requirements

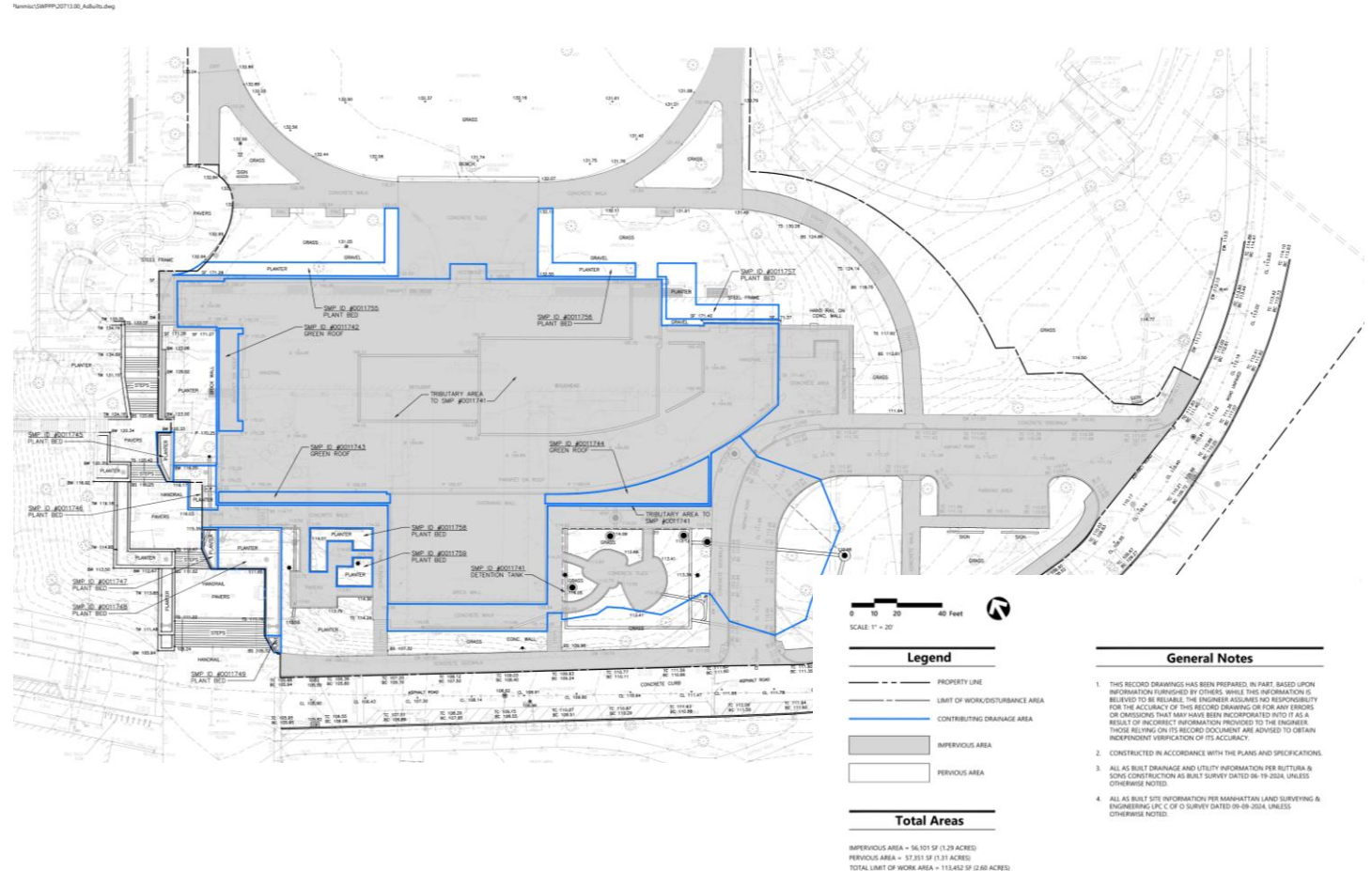
Close-Out Documents: As-Built Cover and Contributing Drainage Area Plan

Notes:

All As-Built documents must be in a scale no less than 1" = 50' and must be stamped by a Qualified Professional.

The examples are intended to show applicable plan elements only and are not intended to be complete as-built plans.

- ✓ Drainage structures
- ✓ Drainage pipes
- ✓ Individual drainage areas and the associated "drainage point"
- ✓ "Design points" listing the total contributing drainage area to that point is required
- ✓ Callouts for each design point, and IDs/surface type of contributing drainage areas
- ✓ Delineation of the limits of disturbance
- ✓ Most recent tax lot delineation
- ✓ Topography of constructed site



Close-Out Documents

- A. Cover Letter
- B. Latest QI Inspection Report
- C. NYSDEC NOT Forms
- D. As-Built Plans

E. Operations & Maintenance Manual

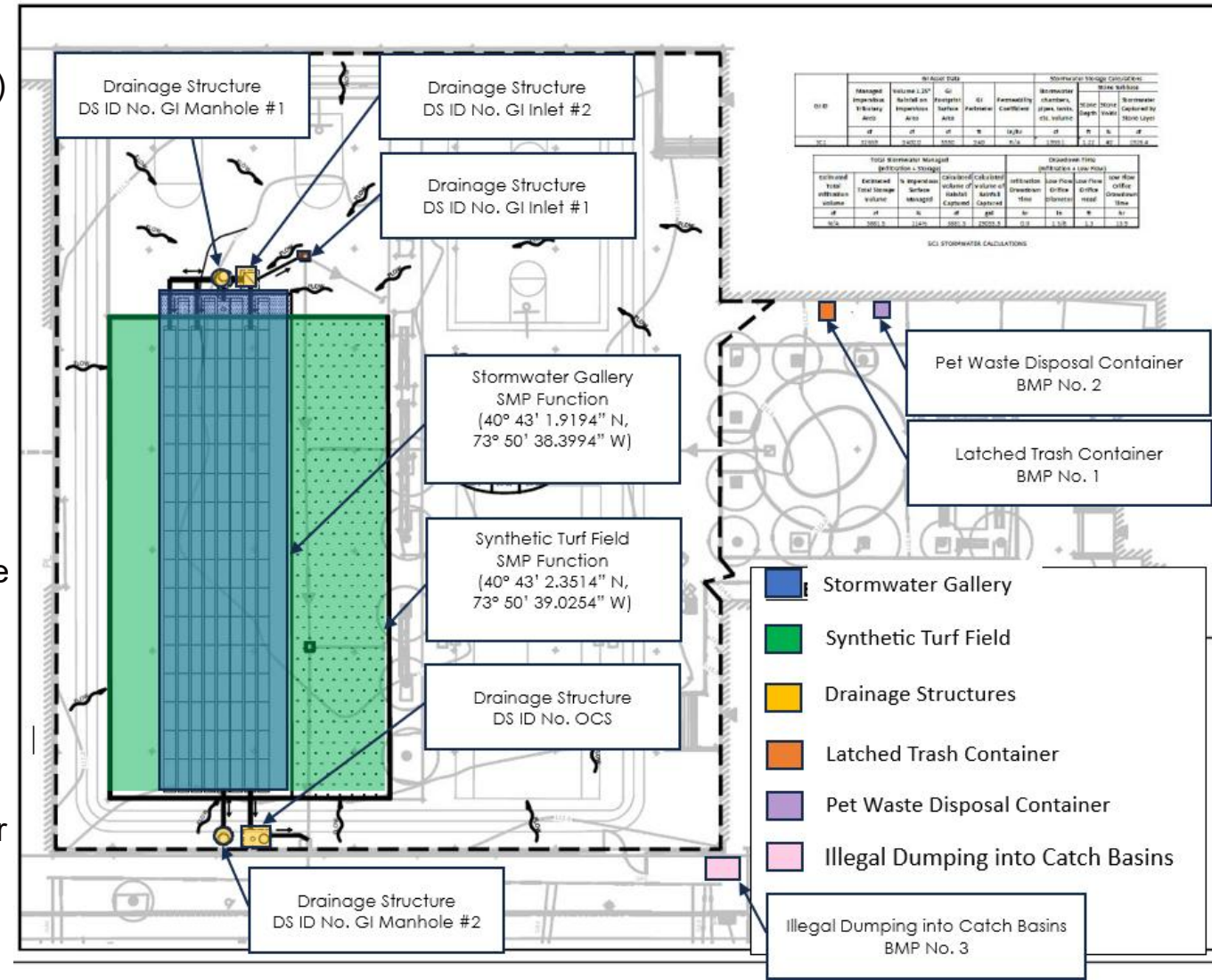
- F. Sewer Connection Card
- G. NYC Stormwater Manual Appendix H

***Only applicable for sites with SMPs**

Close Out Request Requirements

Close-Out Documents: O&M Manual Requirements

- ✓ List of SMPs to be maintained (SMP ID/Type, & Function Type)
- ✓ Contact information for responsible party
- ✓ Information regarding party performing the maintenance
- ✓ Schedule of proposed self-inspections
- ✓ Inspection form with list of maintenance checks and field for recording observations;
- ✓ Copy of MP issued by DEP, when received (after approval)
- ✓ Maintenance and Inspection Procedure
- ✓ Table of maintenance tasks and frequencies for each SMP type
- ✓ Location map with SMPs & Collection System
- ✓ As-Built Plans
- ✓ Planting/Landscape Plan
- ✓ Specifications for structural SMPs, and Soil Media/Media Layer Specifications when applicable



Close-Out Documents

- A. Cover Letter
- B. Latest QI Inspection Report
- C. NYSDEC NOT Forms
- D. As-Built Plans
- E. Operations & Maintenance Manual
- F. Sewer Connection Card***
- G. NYC Stormwater Manual Appendix H

***When applicable**

Project Close-Out

Close-Out Documents: Sewer Connection Card

- ✓ “Sewer Connection Card” confirms that all sewer connections are constructed in accordance with the latest approved Sewer Connection Permit
- ✓ If a sewer connection is new or replaced (relay), a copy of the “Sewer Connection Card” should be submitted when requesting a Maintenance Permit

THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF SEWERS
BOROUGH OF Queens
CERTIFICATE OF INSPECTION - NEW SEWER HOUSE CONNECTION

The below described sewer house connection has been laid from the property line to the existing sewer at premises:
R.O. # 000610880 Block Lot
P.R.A. Conn-009054 Issued 12/11, 20 23
Under Permit Number

Premises
Located
Owner
Plumber

Size and type of pipe laid 8" x 11.5" (storm)
Connected to 18" storm Sewer laid in 153 Rd Place
Street name

I hereby Certify that I made the inspection of the Sewer House Connection described above and that all work done under this permit has been properly completed in accordance with existing ordinances, rule and regulations.

Name
Inspector-Division-Sewer Construction
Signed Date: 12/14/2023
Noted Date: 12/15/23
Engineer in Charge

PENALTY FOR FALSIFICATION:
Falsification of any statement made herein is an offense punishable by a fine of imprisonment of both (N.Y.C. Administrative Code, Section 1151-90)

Copies to: Borough Superintendent, Department of Buildings
 Borough Office, Bureau of Water Register
 Sewer Regulation and Control Section
File original in Borough Office, Sewer Regulation & Control

1. Was connection extended from curb connection? ☐ yes, ☒ no
2. Was the connection placed on earth, stone or crushed rock, concrete cradle, concrete encasement or reinforced concrete encasement? (circle one)
3. Was connection made to existing spur or riser of cut-in? (circle one)
4. If connection was "cut in", was saddle or Dutchman used? (if so, circle)
5. Length, size and material of new connection 35' of 8" x 11.5" ACCE FROM DUTCHMAN
6. Depth of connection at curb line is 4' 4" feet.
7. All work was exposed and inspected.

house number street name 153 Rd Place block lot

12" storm 4' 4" 212' 153 Rd Place

date 12/14/2023 signed

Close-Out Documents

- A. Cover Letter
- B. Latest QI Inspection Report
- C. NYSDEC NOT Forms
- D. As-Built Plans
- E. Operations & Maintenance Manual
- F. Sewer Connection Card

G. NYC Stormwater Manual Appendix H*

***When applicable**

Project Close-Out

Close-Out Documents: NYC Stormwater Manual Appendix H

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Environmental Protection

311

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Stormwater Management

Unified Stormwater Rule

f X t

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The Unified Stormwater Rule updated and aligned water quantity requirements in the city's combined sewer drainage areas with water quality requirements in separately sewered drainage areas, providing a comprehensive, citywide stormwater management policy for public and private development. The NYC Stormwater Manual provides a comprehensive overview of NYC stormwater management requirements and design guidance for developers, designers, and engineers who work on projects that must comply with the requirements of [Site/House Connection Proposal Certifications](#) and [Stormwater Permits](#).

Download a list of [Unified Stormwater Rule Frequently Asked Questions and Responses](#) compiled during the public comment period.

- NYC Stormwater Manual Appendix H is only applicable for ROW projects
- Maintenance Permit requests must include a ROW SMP Data Tracking Form for each individual asset
- Guidance and templates can be found on the [Unified Stormwater Rule](#) website

New York City Stormwater Manual

The NYC Stormwater Manual provides technical guidance that emphasizes a retention-first, green infrastructure approach to stormwater management practice selection and design.

Download the [New York City Stormwater Manual](#)

- Download [Appendix A: Stormwater Management Practice Hierarchy Checklist](#)
- Download [Appendix B: Nitrogen No Net Increase Calculator Guide Placeholder](#)
- Download [Appendix C: Stormwater Management Practice Siting Criteria](#)
- Download [Appendix D: Stormwater Management Practice Sizing Example](#)
- Download [Appendix E: Site Design Example](#)
- Download [Appendix F: Controlled Flow Pump Workbook](#)
- Download [Appendix G: Detention Series Workbook](#)
- Download [Appendix G: Detention Series Examples](#)
- Download [Appendix H: Right of Way Guidance Materials](#)
- ★ Download [Appendix H: Right of Way Stormwater Management Practices Data Tracking Form Workbook](#)

Project Close-Out

Close-Out Documents: NYC Stormwater Manual Appendix H

Notes:

- ROW SMP Data Tracking Form should be submitted in excel format
- Applicant may submit a completed GreenHub Spreadsheet in place of the ROW SMP Data Tracking Form

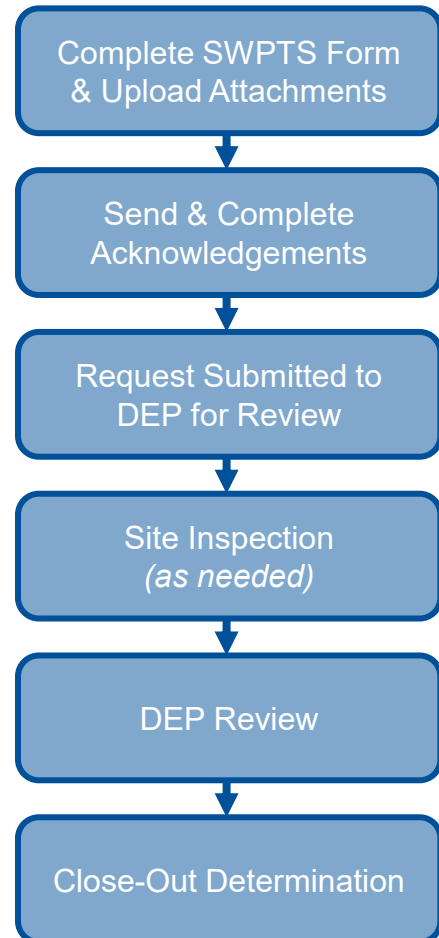
ROW SMP Data Tracking Form

SMP INFORMATION - SEPARATE REPONSES ARE REQUIRED FOR EACH SMP, ADD ADDITIONAL COLUMNS FOR EACH SMP

No.	Field Name	Field Description	Response <SMP1>	Response <SMP2>	Response <SMP3>
1	SMP ID	Assign a unique ID to each SMP. Alphanumeric only.			
2	SMP Type	Choose from: ROW Precast Porous Concrete, ROW Bioswale with Type D inlet, ROW Infiltration Basin, ROW Bioswale. *If ROW Infiltration Basin, indicate if grass or concrete.			
3	SMP X-Coordinate	X-coordinate of SMP using NAD 1983 State Plane Long Island FIPS 3104 Feet, measured at asset inlet or upstream corner for Porous Concrete			
4	SMP Y-Coordinate	Y-coordinate of SMP using NAD 1983 State Plane Long Island FIPS 3104 Feet, measured at asset inlet or upstream corner for Porous Concrete			
5	SMP BBL	BBL nearest to SMP			
6	Disturbed impervious drainage area of SMP	Disturbed drainage area (in SF) specific to the SMP, as delineated in Chapter 6 - SMP Sizing			
7	SMP storage volume	Storage volume of the SMP as calculated according to Chapter 4			
8	SMP Length	Length of SMP as measured parallel to the curb, in ft			
9	SMP Width	Width of SMP as measured perpendicular to the curb, in ft			
10	SMP Features	Indicate if SMP utilizes stormwater chambers and/or stone columns			
11	SMP Standards Date	Indicate date of ROW GI Standards referenced for project			
12	Soil Depth	For ROW Bioswale (with or without Type D inlet), indicate depth of soil layer - 1.5 ft or 2 ft. Put zero for other SMP Types.			
13	Stone Depth	Indicate depth of stone layer in ft			
14	Volume of Stormwater Chamber	If SMP utilizes stormwater chamber, volume of stormwater chamber in CF. Leave blank if no stormwater chamber.			
15	Number of Stone Columns	If SMP utilizes stone columns, number of stone columns			
16	Depth of Stone Columns	Indicate number of feet below ground surface the stone columns extend to			
17	HDPE Barrier?	Indicate 'Y' or 'N' if SMP utilizes HDPE barrier			
18	Bridge Connection?	Indicate 'Y' or 'N' if SMP is hydraulically connected to another SMP			
19	Curb Type	Choose from: Bluestone, Bluestone Cobblestone, Cobblestone, Concrete, Granite, Granite Cobblestone, None, or Steel-Faced			
20	Tree Latin Name and Cultivar	If SMP has a tree, indicate latin name and cultivar of tree. Otherwise leave blank.			
21	Planting Plan (Wet or Dry)	If SMP is ROW Bioswale (with or without Type D inlet), indicate whether planting plan is for wet sites, dry sites, or combination			
22	Planting Plan (Sun or Shade)	If SMP is ROW Bioswale (with or without Type D inlet), indicate whether planting plan is for sunny, shady, or mixed			
23	Planting Plan (Residential or Industrial)	If SMP is ROW Bioswale (with or without Type D inlet), indicate whether planting plan is for residential or commercial/industrial			
24	Soil Boring ID	ID of soil boring conducted for the SMP			
25	Soil Boring X-Coordinate	x-coordinate of soil boring using NAD 1983 State Plane Long Island FIPS 3104 Feet			
26	Soil Boring Y-Coordinate	y-coordinate of soil boring using NAD 1983 State Plane Long Island FIPS 3104 Feet			
27	Soil Sample Depth at SMP base	Depth of soil sample taken at the SMP base. For ROW Porous Concrete, should be 3'-5' and for all others should be 5'-7'			
28	Soil Sample USCS at SMP base	Based on lab analysis, USCS Soil Classification symbols for soil sample taken at SMP base			
29	Soil Sample % fines at SMP base	Based on lab analysis, % passing No. 200 sieve for soil sample taken at SMP base			
30	Stone Column Soil Sample Depth	Depth of soil sample for which the stone column penetrates into. Leave blank if no stone columns.			
31	Stone Column Soil Sample USCS	Based on lab analysis, USCS Soil Classification symbols for soil sample at stone column depth. Leave blank if no stone columns.			
32	Stone Column Soil Sample % fines	Based on lab analysis, % passing No. 200 sieve for soil sample at stone column depth. Leave blank if no stone columns.			
33	Soil Boring - Groundwater	Enter depth (ft) of groundwater encountered during soil boring. Put "NE" if not encountered.			
34	Soil Boring - Bedrock	Enter depth (ft) of bedrock encountered during soil boring. Put "NE" if not encountered.			

Close Out Request Process

Close Out Request Process Overview



To Begin: Submit New NOT/ Maintenance Permit Request in SWPTS as the Owner or Developer

Next Step: Select project (via SWPTS Application #) that is requesting a close out

NYC Environmental Protection

Home My Applications My Account Contact Us Sign Out

Dashboard

- 1 Fill Out the Form
- 2 Acknowledgment
- 3 Payment
- 4 Application Status/Amendment
- 5 Facility Documents
- 6 Construction Permit Initiate and Pull
- 7 Submit NOT/ Temporary Shutdown

7. Submit NOT or Temporary Shutdown

Request a Temporary Shutdown or submit a Notice of Termination after the construction is complete.

Notice of Termination

Search

New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
--------------	-------------	--------------------------	-----------	--------	------------

NYC Environmental Protection

Home My Applications My Account Contact Us Sign Out

New NOT/Maintenance Permit Request

Create a NOT/Maintenance Permit Request for a project which has completed construction. Select the SWPPP Application by using the . Then click next to continue.

Project Information

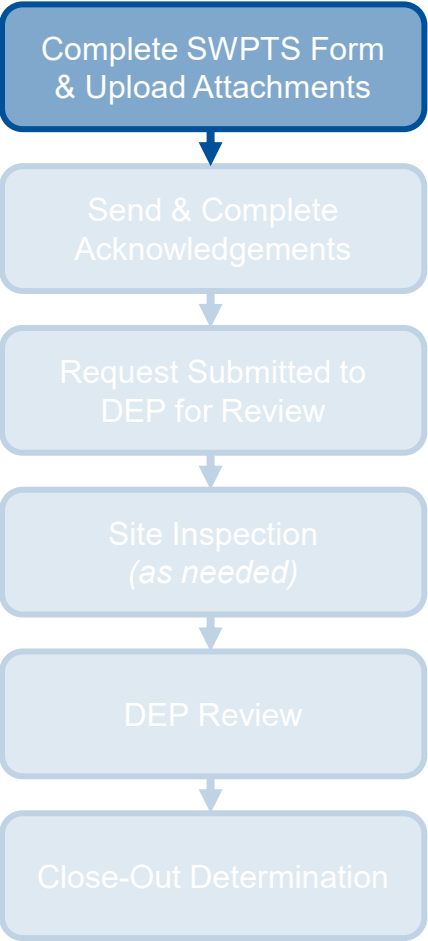
Please select SWPPP Application: *

S103925

Next

Close Out Request Process

Step 1: Complete SWPTS Form & Upload Attachments



Pain Point: Inputs from the SWPTS close out request are pre-loaded from the approved SWPPP.

Solution: If the constructed site is significantly different than the approved SWPPP, a major amendment must be filed prior to requesting a close out. If there are minor changes, they should be listed in the attached Cover Letter.

NYC

Environmental Protection

Request ID: MP-0000053

Project & Termination Information

Post Construction Practices

SMP Information

Stakeholders

Documents and Plans

Terms & Conditions

NOT/Maintenance Permit Request

SMP ID ↑	SMP Type	SMP Classification	Contribution Area	Impervious Area	Inverts In	Inverts Out	Location Latitude	Location Longitude	BBL Number	Units
00773	Bioretention	Tier 1 - Vegetated Retention	1.00	1.00					1001237501	Acres

Save Draft

View details

CSS/MS4

CSS

SMP Type

Bioretention

SMP Classification

Tier 1 - Vegetated Retention

Units

Acres

Contributing Area *

1.00

Impervious Area *

1.00

BBL#

1001237501

Inverts In *

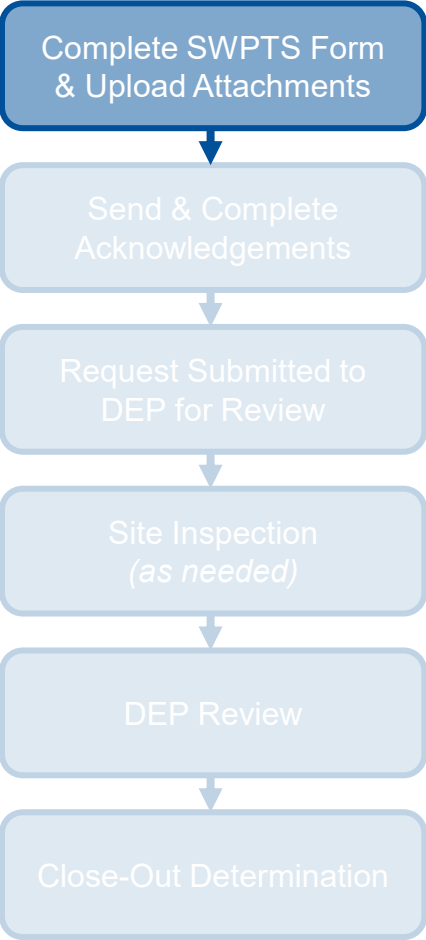
Inverts Out *

Location Latitude *

Location Longitude *

Close Out Request Process

Step 1: Complete SWPTS Form & Upload Attachments



Pain Point: Inputs from the SWPTS close out request are pre-loaded from the approved SWPPP.

Solution: If the constructed site is significantly different than the approved SWPPP, a major amendment must be filed prior to requesting a close out. If there are minor changes, they should be listed in the attached Cover Letter.

[Home](#) [My Applications](#) [My Account](#) [Contact Us](#) [Sign Out](#)

NOT/Maintenance Permit Request

Request ID: IMP-0000053

[Project & Termination Information](#)
[Post Construction Practices](#)
[SMP Information](#)
[Stakeholders](#)
[Documents and Plans](#)
[Terms & Conditions](#)

Qualified Inspector Information

Qualified Inspector who conducted inspection for final stabilization is a

☒ PE/RLA/CPESC (Must be registered professional user in the system)

☐ Working under direct supervision of PE/RLA (Must be from same company)

Enter Qualified Inspector Email Address: *

Note - Must be a registered professional user (PE/RLA/CPESC) in the system

Qualified Professional Information

Enter Qualified Professional Email:

Owner Information

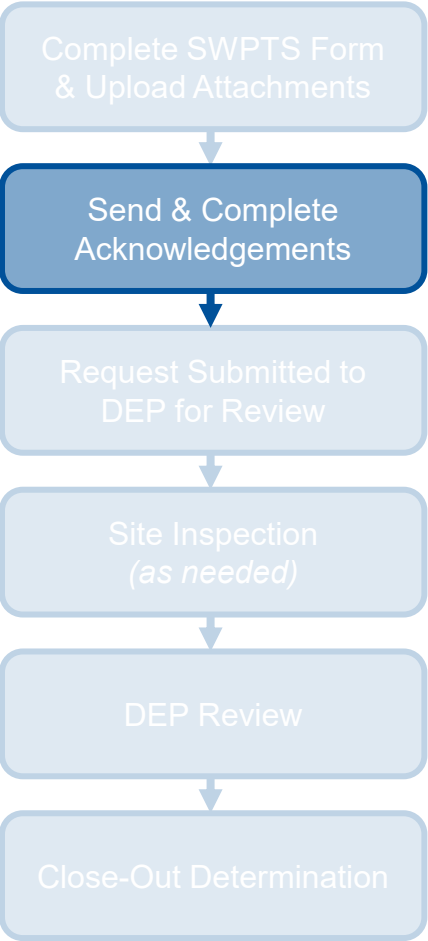
Name: owner SWPTStest	Company Name: Arcadis
Street Address: 233 Broadway	City: New York
State: New York	Zip Code: 10279
Phone: (999) 999-9999	Email: owner.SWPTStest@protonmail.com

Developer Information

Name: owner SWPTStest	Company Name: Arcadis
Address: 233 Broadway	City: New York
State: New York	Zip Code: 10279
Phone: (999) 999-9999	Email: owner.SWPTStest@protonmail.com

Close Out Request Process

Step 2: Send for Acknowledgements



Pain Point: Close out request is not formally submitted for DEP review until all required Stakeholders acknowledge the NOT or MP request.

Solution: The QI for Final Stabilization, person listed as the Qualified Professional, the Owner, and the Developer (if different than Owner) will receive an email requesting acknowledgment. Once acknowledged, the request will be automatically submitted to DEP.

HomeMy ApplicationsMy AccountContact UsSign Out

NOT/Maintenance Permit Request

Request ID: MP-0000053

Project & Termination InformationPost Construction PracticesSMP InformationStakeholdersDocuments and PlansTerms & Conditions

Terms & Conditions

As Applicant, I accept the responsibility for content of the Maintenance Permit Request.

Yes

Send for Acknowledgement

HomeMy ApplicationsMy AccountContact UsSign Out

Dashboard

1234567

Fill Out the FormAcknowledgmentPaymentApplication Status/AmendmentFacility DocumentsConstruction Permit Initiate and PullSubmit NOT/Temporary Shutdown

2. Acknowledgment

Submit the application for acknowledgment by the site Owner, Developer and SWPPP Preparer. All three stakeholders need to be registered in the system in order to acknowledge.

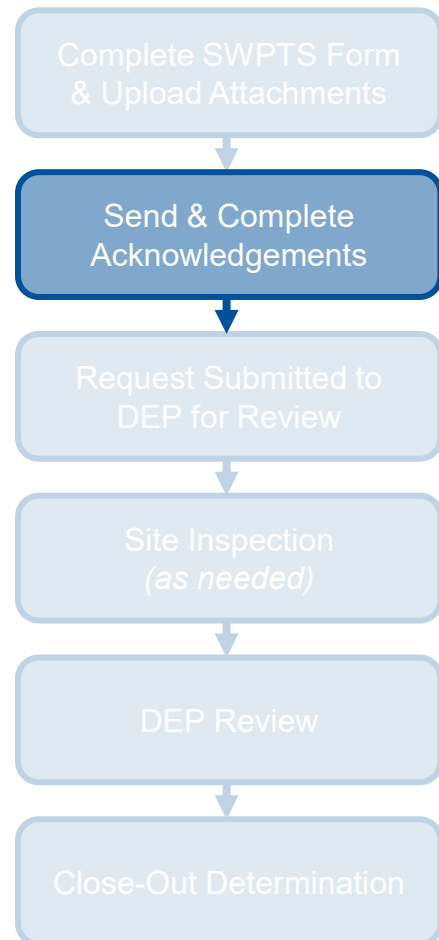
Pending My Acknowledgment

Search

Type	Site Name	Role	Request ID	Permit Initiation	Created On
SWPTS Maintenance Permit for Construction Close Out Workshop Awaiting Acknowledgement - Request ID MP-0000053	Construction Close Out Workshop	Owner-Developer	0000737		6/2/2025 4:31 PM

Close Out Request Process

Step 2: Send for Acknowledgements



Pain Point: Close out request is not formally submitted for DEP review until all required Stakeholders acknowledge the NOT or MP request.

Solution: The QI for Final Stabilization, person listed as the Qualified Professional, the Owner, and the Developer (if different than Owner) will receive an email requesting acknowledgment. Once acknowledged, the request will be automatically submitted to DEP.



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Acknowledgment

By checking this box, I certify that I am the Qualified Inspector or directly supervising the Qualified Inspector and either my supervisee or I have inspected SWPTS Construction Close Out Workshop with Application ID 5103925 and that all disturbed areas have achieved final stabilization as defined in the current version of the Rules of the City of New York. Additionally, I certify that all temporary, structural erosion and sediment control measures have been removed. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings.

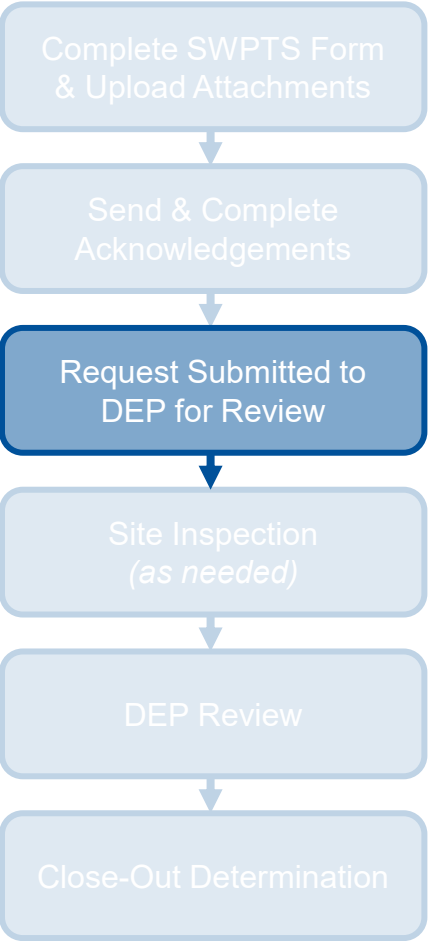
☒ Acknowledge*

[Submit](#)

[Go Back](#)

Close Out Request Process

Step 3: Complete Submission to DEP for Review



Pain Point: Close out request is not formally submitted for DEP review until the SWPTS portal status is “Submitted”.

Solution: The table may take a few minutes to update after all acknowledgements have been made. Keep track of the submission status in the table.

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Dashboard

1

Fill Out the Form

2

Acknowledgment

3

Payment

4

Application Status/Amendment

5

Facility Documents

6

Construction Permit Initiate and Pull

7

Submit NOT/Temporary Shutdown

7. Submit NOT or Temporary Shutdown

Request a Temporary Shutdown or submit a Notice of Termination after the construction is complete.

Notice of Termination

Search

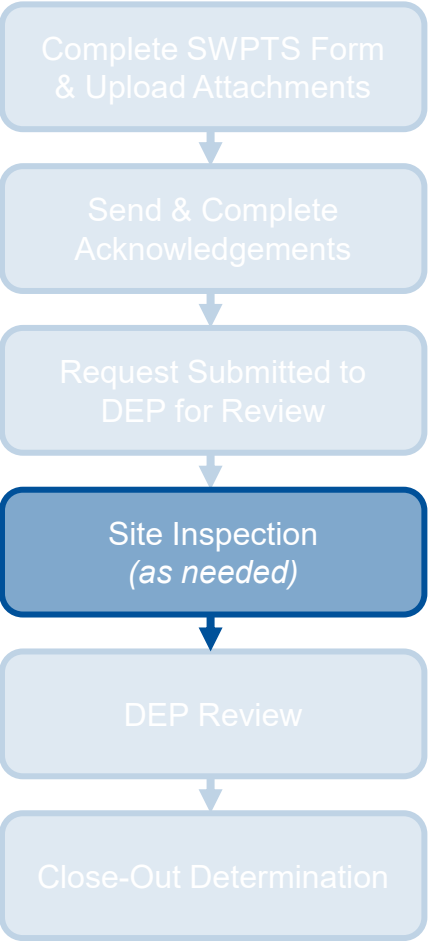
Q

New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
MP-0000053	S103925	0000737	Construction Close Out Workshop	Submitted	6/2/2025 4:09 PM

Close Out Request Process

Step 4: Site Inspections



Important: DEP may request a site inspection to confirm site elements were constructed in accordance with the approved SWPPP **as needed**. It is up to DEP’s discretion if a site inspection is required.



Field Inspection SWPPP Implementation



Protecting Vegetation		Not Observed at the time of inspection.
Dust Control		Not Observed at the time of inspection. It was a rainy day.
Site Pollution Prevention		Not Observed at the time of inspection.
Concrete Truck Washout		Not observed at the time of Inspection. It was a rainy Day concrete work suspended that day.
Temporary Construction Area Seeding		Not Observed at the time of inspection.
Mulching		Not observed at the time of Inspection.

Discharge points

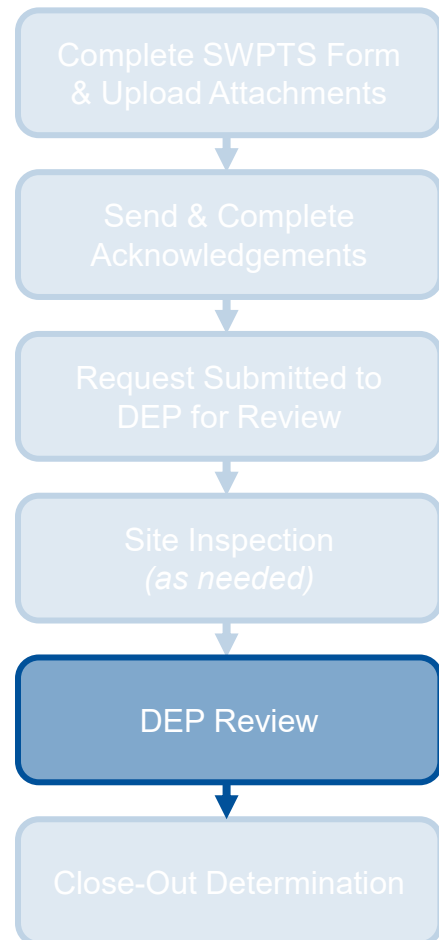
Inspect all points that runoff may be leaving the site. Check outlets into surface water bodies before going to site or immediately following. GP-0-15-002 Part I.D.:

- 1. No increase in turbidity that will cause a substantial visible contrast;
- 2. No increase in suspended, colloidal or settleable solids that will impair waters for their best uses; and
- 3. No residue from oil and floating substance, nor visible oil film, nor globules of grease.

No.	Location	Comments
-----	----------	----------

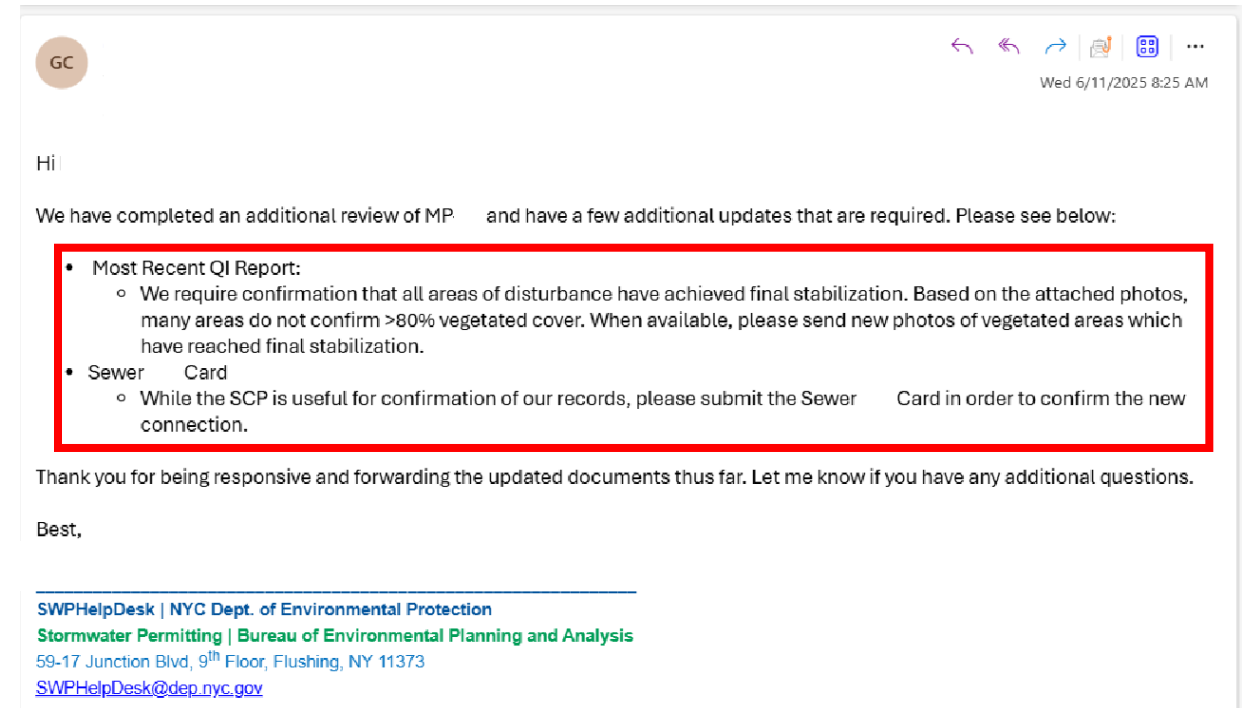
Close Out Request Process

Step 5: DEP Review



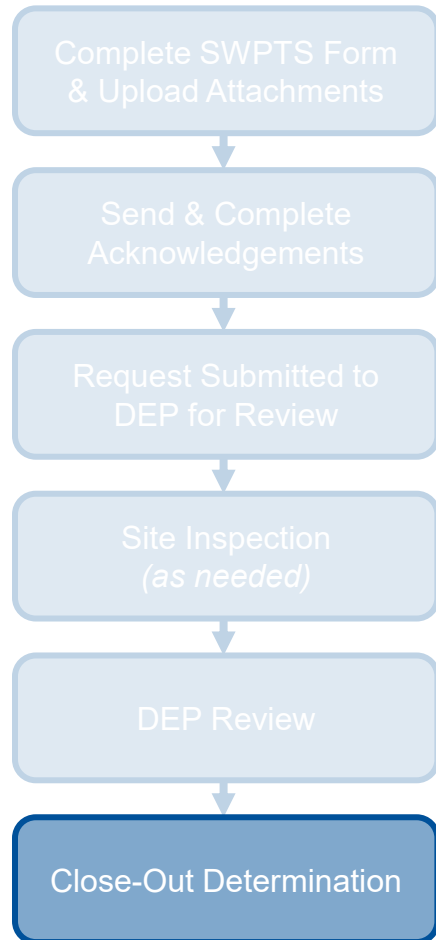
Pain Point: Applicants do not check their email for communications during DEP review.

Solution: If the close out submission is missing documentation, DEP will reach out to the Applicant via the SWP Help Desk email to request documents. Once the application is complete, DEP will perform a detailed review.



Close Out Request Process

Step 6: Close-Out Determination



Pain Point: Applicants are unclear on next steps after a rejection with a disapproval letter.

Solution: If the NOT/MP request is Rejected, the Applicant must make the requested updates and re-submit via filing an amendment in the SWPTS portal.

Approved Close-Out

HomeMy ApplicationsMy AccountContact UsSign Out

Dashboard

1234567

Fill Out the FormAcknowledgmentPaymentApplication Status/AmendmentFacility DocumentsConstruction Permit Initiate and PullSubmit NOT/Temporary Shutdown

7. Submit NOT or Temporary Shutdown

Request a Temporary Shutdown or submit a Notice of Termination after the construction is complete.

Notice of Termination

Search

New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
MP-0000053	S103925	0000737	Construction Close Out Workshop	Approved	6/2/2025 4:09 PM

Disapproved Close-Out

HomeMy ApplicationsMy AccountContact UsSign Out

Dashboard

1234567

Fill Out the FormAcknowledgmentPaymentApplication Status/AmendmentFacility DocumentsConstruction Permit Initiate and PullSubmit NOT/Temporary Shutdown

7. Submit NOT or Temporary Shutdown

Request a Temporary Shutdown or submit a Notice of Termination after the construction is complete.

Notice of Termination

Search

New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
MP-0000053	S103925	0000737	Construction Close Out Workshop	Rejected	6/2/2025 4:09 PM

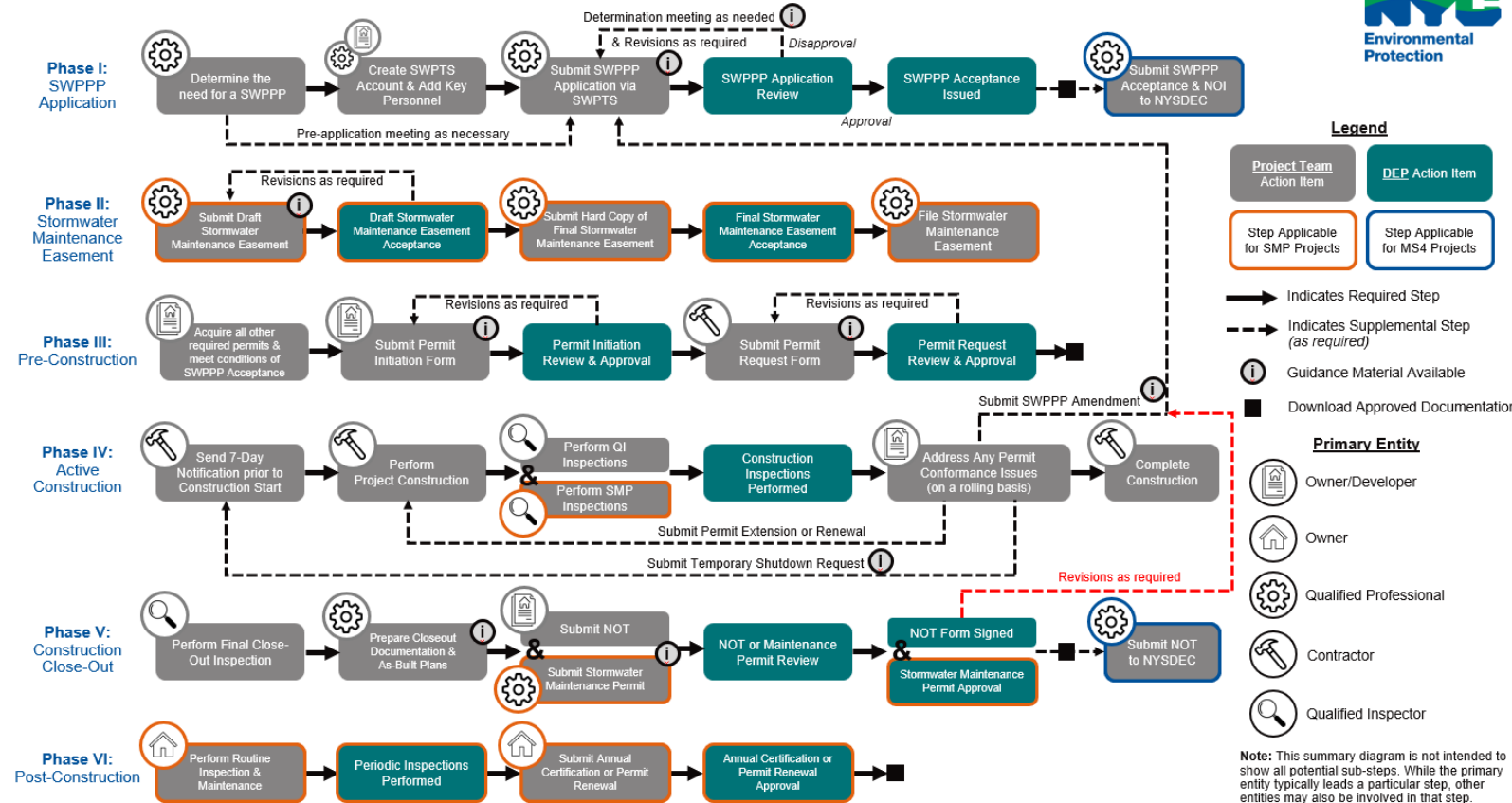
Close Out Request Process

Step 6: Close-Out Determination



NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM: **Close Out Re-Submission**

Version: March 21, 2025



Pain Point: Applicants are unclear on next steps after a rejection with a disapproval letter.

Solution: If the NOT/MP request is Rejected, the Applicant must make the requested updates and re-submit via filing an amendment in the SWPTS portal.

Frequently Asked Questions

FAQs

Q1

Which Stakeholder is allowed to request a Notice of Termination (NOT) or Maintenance Permit in the SWPTS portal?

Only the Owner or Developer can request an NOT or Maintenance Permit in the SWPTS portal.

If a Stakeholder does not have permissions to request an NOT/MP, there will be no records available when trying to select a SWPTS Application ID from the New NOT/ Maintenance Permit Request page.

New NOT/Maintenance Permit Request

Create a NOT/Maintenance Permit Request for a project which has completed construction.
Select the SWPPP Application by using the 
Then click next to continue.

Project Information

Please select SWPPP Application: *



Next

New NOT/Maintenance Permit Request

Create a NOT/Maintenance Permit Request for a project which has completed construction.
Select the SWPPP Application by using the 
Then click next to continue.

Project Information

Please select SWPPP Application: *



Next

Lookup records

Search



Choose one record and click Select to continue

✓	Application ID ↑	Site Name	Construction Permit

There are no records to display.

Select Cancel Remove value

FAQs

Q2

The latest Qualified Inspector (QI) Report is a required submission document for both an NOT and Maintenance Permit request.
What is this report?

Regular Weekly or Twice Weekly QI Inspections must be performed until NOT/Stormwater MP is approved unless notification to DEP has been given for Temporary Shutdown.

The last QI Inspection Report must be submitted with the close-out request, certifying that the entire site has achieved final stabilization with supporting photos and the date the vegetation was planted.

F.2 – Qualified Inspector (QI) Report

PROJECT NAME Insert Project Name	SITE ADDRESS Insert Site Address	REQUIRED INSPECTION FREQUENCY Insert inspection frequency for site
SWPTS APPLICATION ID Insert SWPTS Application ID	SPDES CGP ID Insert SPDES CGP ID	OTHER SPDES PERMIT IDS Insert other permit IDs (if applicable)
STORMWATER CONSTRUCTION PERMIT ID Insert Stormwater Construction Permit ID	DEVELOPER Insert Name of Developer Entity	CONTRACTOR Insert Name of Contractor Entity (when known)
QUALIFIED INSPECTOR (Name and company) 	SUPERVISED QUALIFIED INSPECTOR (Name and company, if applicable) 	CONTRACTOR SITE CONTACT (Name, title, phone number, email)
DATE AND TIME OF INSPECTION (Date, day of week, and time of day) 	WEATHER AT TIME OF INSPECTION (Temperature and weather conditions) 	SOILS AT TIME OF INSPECTION (Area disturbed [in acres] and condition [i.e. wet, dry, saturated, or frozen])
General Inspection Notes: 		

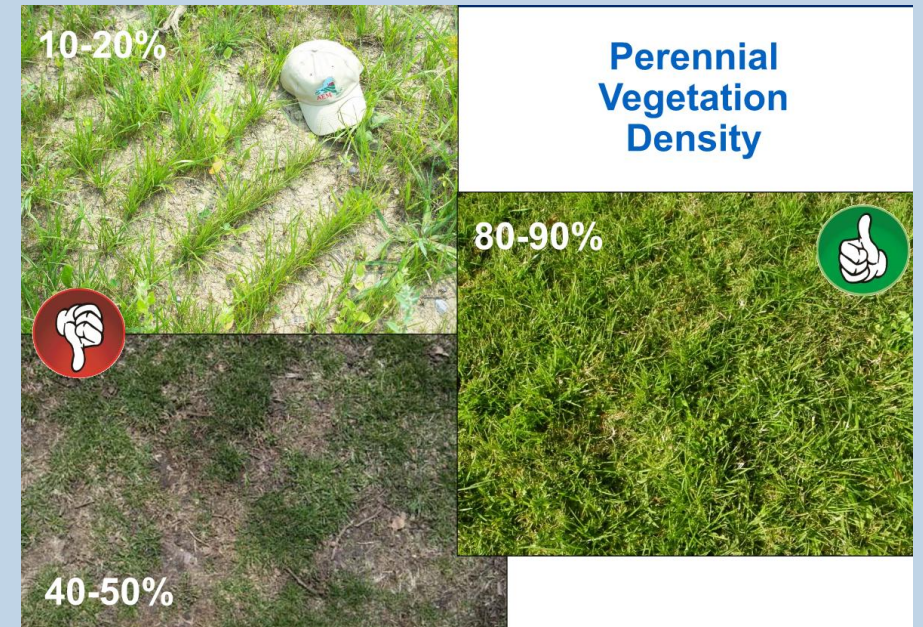
FAQs

Q3

**To achieve final stabilization,
does the project need to wait
for vegetation to grow?**

Final Stabilization is met when soil disturbing activities have been completed and a uniform, perennial vegetative cover with a density of 80% has been established or equivalent stabilization measures have been employed on all unpaved areas and areas not covered by permanent structures.

Seeding the project site is not sufficient, vegetation must be established as seen in the image to the right.



FAQs

Q4

What type of as-built is required for the Maintenance Permit request?

The as-built survey submitted with a Maintenance Permit must include the elements listed in the submission checklist and be signed/sealed by the Qualified Professional who prepared them.

Required Material	Submission Type	Guidance
☐ As-Built Cover & Contributing Drainage Area Plan - Must be in a scale no less than 1" to 50' - Must be signed and sealed by a Qualified Professional	MP only <i>(always applicable)</i>	Plan must include: ✓ Drainage structures and pipes ✓ Drainage Areas, and associated drainage points, delineated across entire site ✓ Design Points of interest for each SMP and any point of discharge, with callouts including: – Contributing drainage area IDs – Total contributing area and surface type delineation ✓ Limit of Disturbance delineated ✓ Most recent tax lot delineation ✓ Topography based on site survey, including spot elevations and contours
☐ As-Built Drainage Utility & SMP Plan - Must be in a scale no less than 1" to 50' - Must be stamped and sealed by a Qualified Professional	MP only <i>(always applicable)</i>	Plan must include: ✓ Site surface features ✓ Drainage structures and pipes, including callouts for Structure #, invert elevation, size, and material ✓ Subsurface drainage features of built SMPs, including footprint, inverts of pipes into or out of the practice, and inverts of overflow structures ✓ On-site sewage treatment system locations ✓ Callouts for all points of discharge ✓ Management SMP callouts including: – SMP Size, Storage Volume, and Type (<i>specify MTD manufacturer name/model and size, if applicable</i>) – SMP Function Type – WQv Treated [cf] – Total & Impervious Tributary Area [sf] – Soil and/or Stone Depth [ft] – Drains to: (CSS/MS4) – Pretreatment (Y/N) – NNI Nitrogen Treatment (Y/N) ✓ Subsurface SMP* callouts including: – Elevations for bottom of practice, interface of each media layer, top of ponding, and top of practice – Elevations of any groundwater table or bedrock – Elevations for the top/bottom of storage zones – Ponding depths – Media slope, depths, and specifications – Any observation wells and their materials specifications – Any pretreatment devices and proprietary SMPs * Subsurface SMP callouts are not required on the As-Built Plans if SWPPP Appendix F.4 SMP Installation Forms are included in the MP submission (templates are available for download at NYC DEP Stormwater Permits).

Q&A