

Stormwater Pollution Prevention Plan Submission Checklist

Instructions:

- This guidance document was developed to provide applicants with a general understanding of the documents required at various stages of the SWPPP submission and review process. Submitting the necessary documents at any of the stages outlined below does not guarantee project approval; however, providing the listed documentation will ensure that SWPPP reviewers have the necessary information to review your project, in accordance with the requirements of the Rules of the City of New York.
- The three submission stages outlined in this document are described below:
 - **Pre-Application Meeting (optional):** A pre-application meeting is a short meeting that applicants may schedule with BEPA prior to submitting a SWPPP application to discuss stormwater management for their project. The pre-application meeting request will not be granted if the appropriate documentation is not provided.
 - **SMP Conceptual Review – for review only (optional):** A SWPPP application (via SWPTS) that does not have all the necessary components required for SWPPP approval but does have components required to allow for DEP review. The applicant must submit a cover letter stating that they are requesting a SMP Conceptual Review. The applicant will ultimately receive a disapproval letter from DEP, but that disapproval letter will include DEP review comments. If the applicant opts to make this submission, they will still be responsible for paying all application fees. The SWPPP application will not be reviewed if the appropriate documentation is not provided. Note: this SWPPP application is *not* eligible for approval.
 - **SWPPP Application (eligible for approval):** A SWPPP application (via SWPTS) that is complete, containing all the necessary information to be eligible for SWPPP approval.
- For convenience, three separate checklists are provided for:
 - SWPPP Template Sections
 - SWPPP Template Drawings (Appendix A)
 - SWPPP Template Supporting Documents (Appendices B-Z)
- For guidance on the content to be included in each section or Appendix, refer to the SWPPP Template
- For additional guidance, refer to the [NYC DEP Unified Stormwater Rule website](#).

SWPPP Template Sections	Pre-Application Meeting (optional)	SMP Conceptual Review (optional)	SWPPP Application (eligible for approval)
Cover Page		✓	✓
Section 1: Contact Information and Responsibilities		✓	✓
Section 2: Project Location	✓	✓	✓
Section 3: Project and Site Description			✓
Section 3.1: Project and Site Description	✓	✓	✓
Section 3.2: MS4 Discharges [MS4 Areas Only]		✓	✓
Section 3.3: Applicable Stormwater Management Requirements	✓	✓	✓
Section 4: Erosion and Sediment Control			✓
Section 4.1: Conforming ESC Practices			✓
Section 4.2: Non-Conforming ESC Practices			✓
Section 4.3: Allowable Non-Stormwater Discharges			✓
Section 4.4: Pollution Prevention Measures			✓
Section 4.5: Construction Phasing, Staging, and Sequencing of Development Activities			✓
Section 5: Construction Inspections			✓
Section 6: Post-Construction Stormwater Management			✓
Section 6.1: Project Requirements	✓	✓	✓
Section 6.2: Site Constraints Analysis	✓	✓	✓
Section 6.3: Stormwater Management Practices			✓
<i>Section 6.3.1: Meeting Water Quality, Runoff Reduction, and Sewer Operations Requirements</i>	✓	✓	✓
<i>Section 6.3.2: Meeting No-Net-Increase Requirements [MS4 Areas Only]</i>		✓	✓
<i>Section 6.3.3: Meeting Channel Protection and Flood Control Requirements [MS4 Areas Only]</i>		✓	✓
<i>Section 6.3.4: Meeting Underground Injection Control Requirements</i>			✓

SWPPP Template Drawings (Appendix A)	Pre-Application Meeting (optional)	SMP Conceptual Review (optional)	SWPPP Application (eligible for approval)
Historical Impervious Area Plan	✓	✓	✓
Existing Site Plan	✓	✓	✓
Existing Drainage Utility Plan	✓	✓	✓
Existing Cover and Contributing Drainage Area Plan	✓	✓	✓
Construction Sequencing and ESC Site Plans			✓
Erosion and Sediment Control Practice Detail Plans			✓
Surface and Space Constraint Plan		✓	✓
Subsurface, Soil, and Hotspot Constraint Plan		✓	✓
Proposed Site Plan	✓	✓	✓
Proposed Drainage Utility Plan	✓		✓
Proposed Cover and Contributing Drainage Area Plan	✓	✓	✓
Proposed Grading Plan			✓
Final Landscaping and Stabilization Plan			✓
SMP Section/Detail Plans		✓*	✓
Drainage Section/Detail Plans			✓
Cut and Fill Plan			✓
Phasing Plan			✓
Master Phasing Plan			✓

*Not expected to have full dimensions.

SWPPP Template Supporting Documents (Appendices B-Z)	Pre-Application Meeting (optional)	SMP Conceptual Review (optional)	SWPPP Application (eligible for approval)
Appendix B: Calculations		✓	✓
Appendix C: Technical Documentation			✓
Appendix D: Geotechnical Investigation Reports		✓	✓
Appendix E: Certifications		✓	✓
Appendix F: Inspections			✓
Appendix G: Construction Amendment Forms			✓
Appendix H: Draft Stormwater Maintenance Easement			✓
Appendix I: Draft Post-Construction Operation and Maintenance Manual			✓
Appendix J: NYSDEC General Permit for Stormwater Discharges from Construction Sites			✓
Appendix K: NYSDEC eNOI [MS4 Areas Only]			✓
Appendix L: Underground Injection Well Documentation			✓
Appendix Z: Additional Documentation			✓