

Guidance on Construction Close-Out Process

NYC DEP BEPA

February 2025

Updated March 2025



Overview

- ✓ **Introduction**
- ✓ **Identifying Key Personnel**
- ✓ **Project Close Out Steps**
 - Phase IV: Step 3
 - Phase V: Steps 1-6
- ✓ **FAQs**
- ✓ **Q&A**

Introduction

Introduction

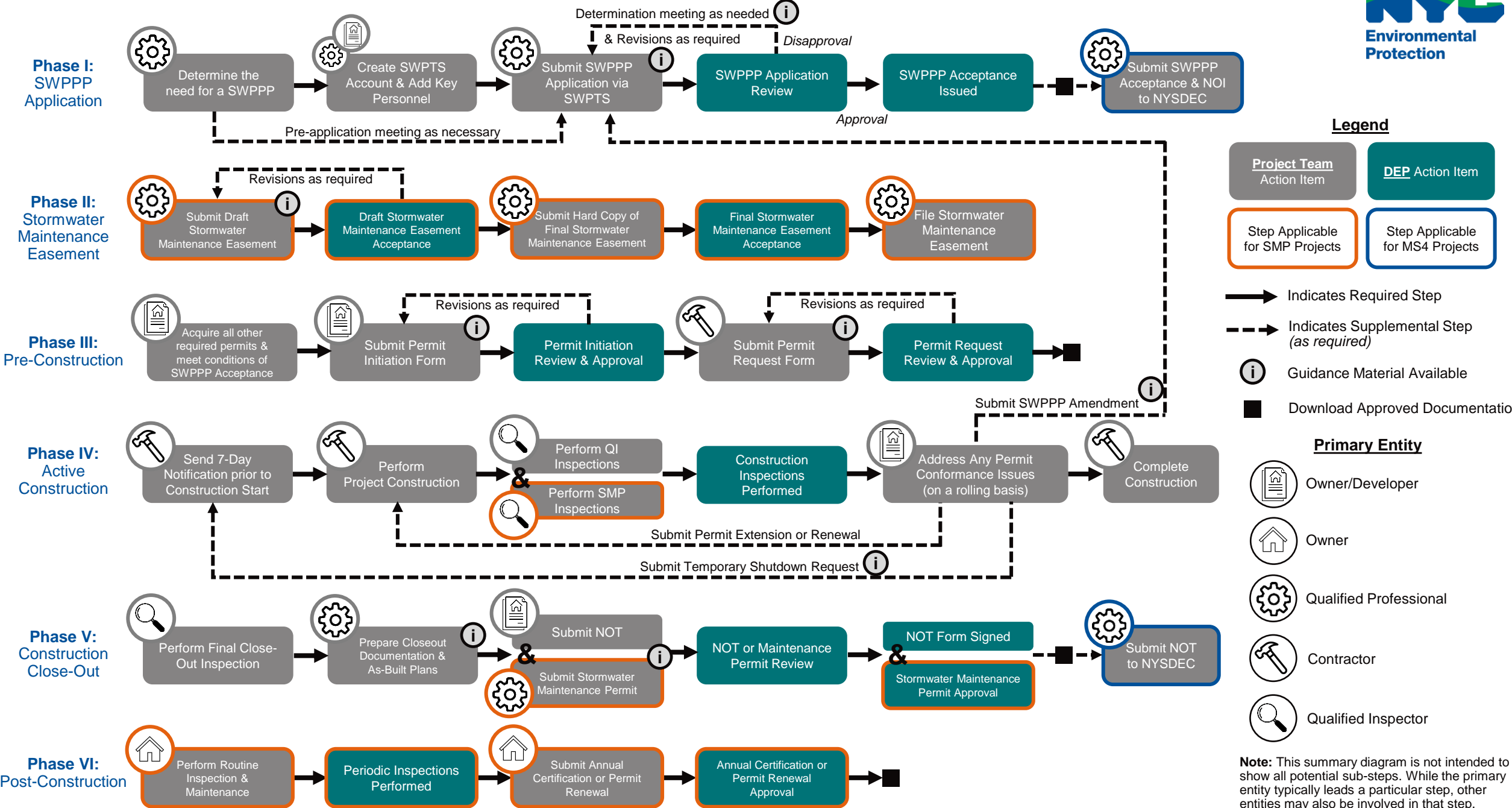
Overview

The goal of this presentation is to summarize the required documentation and process to properly close out a construction site ensuring compliance with NYC and NYS stormwater guidance.

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

- ✓ Construction is Complete
- ✓ Project is terminated without completing construction
(Temporary Shutdowns should be requested when construction is suspended for < 12 months)

NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

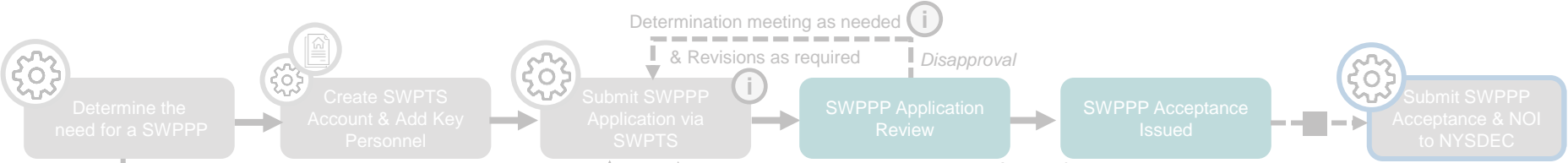


NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Version: March 21, 2025



Phase I:
SWPPP
Application



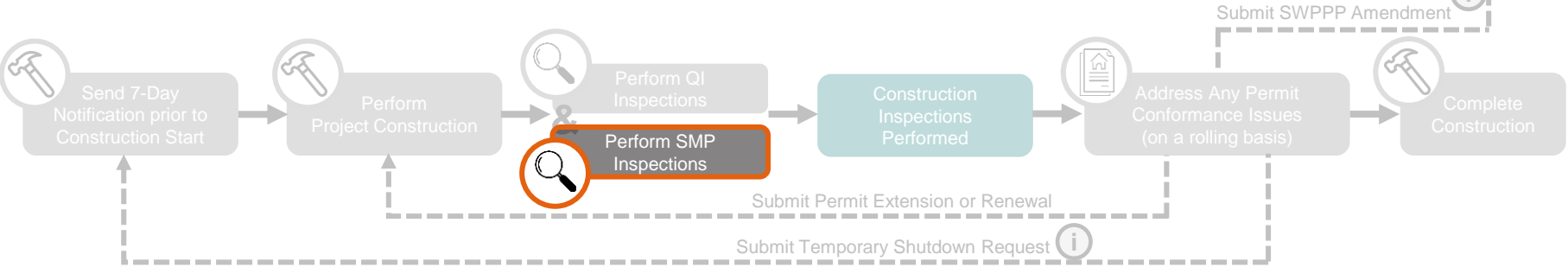
Phase II:
Stormwater
Maintenance
Easement



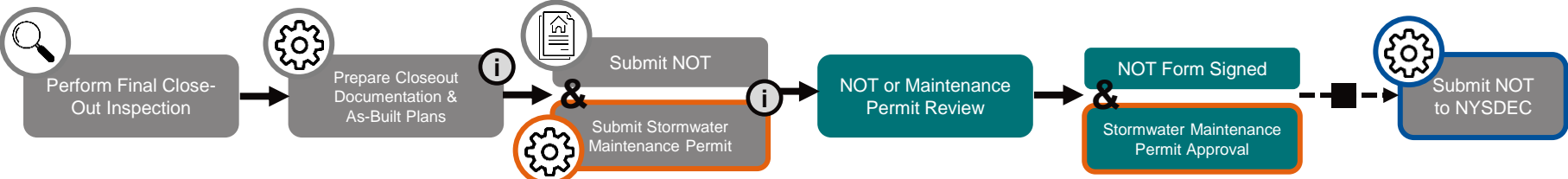
Phase III:
Pre-Construction



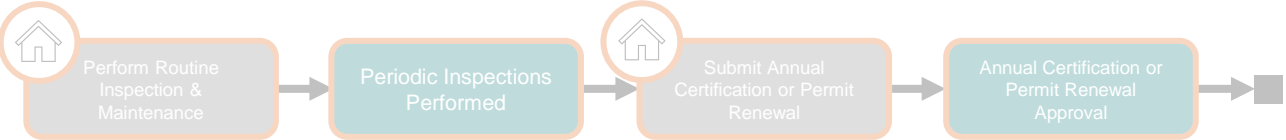
Phase IV:
Active
Construction



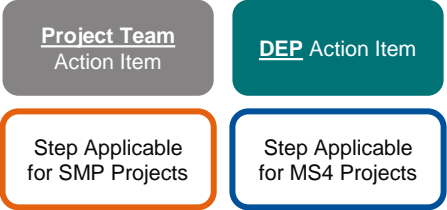
Phase V:
Construction
Close-Out



Phase VI:
Post-Construction



Legend



- Indicates Required Step
- Indicates Supplemental Step (as required)
- 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

Qualified Professional (QP) means a person that is knowledgeable in the principles and practices of stormwater management and treatment, such as a licensed Professional Engineer, Registered Landscape Architect or other Department endorsed individual(s), as defined in the Construction General Permit.

Throughout this presentation, roles accompanied by a gear symbol () must be performed by a Qualified Professional.

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, a Certified Professional in Erosion and Sediment Control (CPESC), or a NYS Erosion and Sediment Control Certificate Program Holder.

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 SMP Certification

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 QI for SMP Certification must be a licensed Professional Engineer (PE), Registered Landscape Architect (RLA) in the State of New York, a Certified Professional in Erosion and Sediment Control (CPESC), or a NYS Erosion and Sediment Control Certificate Program Holder.

Identifying Key Personnel

Personnel Defined



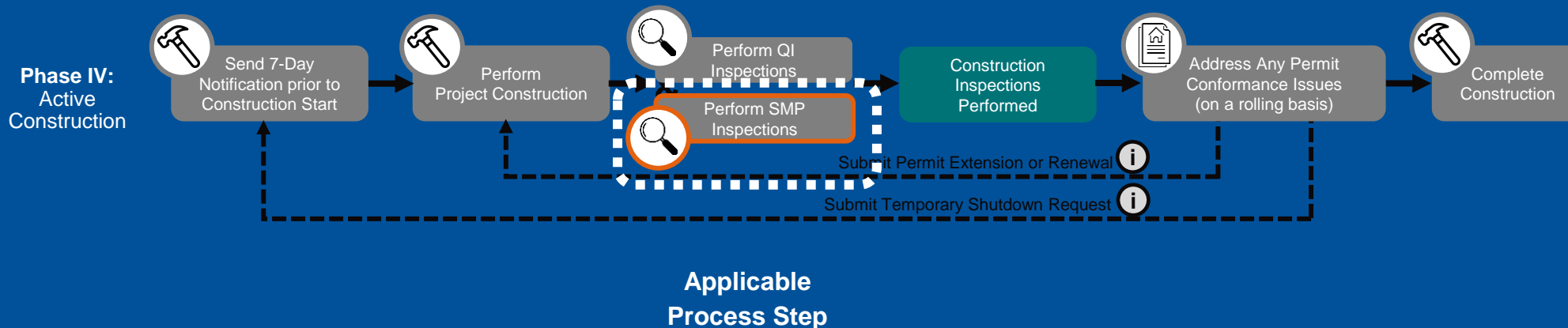
Contractor

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.

Project Close Out

SMP Inspection



***Only applicable for sites with SMPs**

Project Close Out

SMP Inspection: Responsible Personnel

QI for Final Stabilization* must inspect & certify that:

- ☐ All development activities identified in the SWPPP have been completed;
- ☐ All areas of disturbance have achieved final stabilization;
- ☐ All temporary structural erosion and sediment control measures have been removed;

* Discussed in the following section

QI for SMP Certification must inspect & certify that:

- ☒ Any SMPs identified in the SWPPP have been constructed in conformance with the latest approved SWPPP and are operational

Project Close Out

SMP Inspection: Purpose & Intent

- It is the QIs responsibility to perform inspections of SMP installation to ensure they have been constructed in conformance with the SWPPP.
- DEP's SMP Installation Form was developed to assist the QI in compiling the necessary information during construction that will be used for the Stormwater Maintenance Permit (MP) request.
- The completion of this Form is **optional**.
- However, if this Form is completed during construction & submitted with the Stormwater MP request, it will alleviate the need to show the subsurface SMP information on the As-Built Plans.

QI for SMP Certification must inspect & certify that:

- ✓ Any SMPs identified in the SWPPP have been constructed in conformance with the latest approved SWPPP and are operational

Project Close Out

SMP Inspection: Installation Form

SMP Installation Form Instructions:

- **Document Headers**
 - SMP ID, SMP Primary Function, and SMP Secondary Function (if applicable) must be listed on each page.
- Section A. SMP Installation Table
- 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

Intended to be filled out throughout construction process

Project Close Out

SMP Inspection: Installation Form

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

Project Close Out

SMP Inspection: Installation Form

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

EXAMPLE TO BE REPLACED WITH PROJECT-SPECIFIC SMP CROSS-SECTIONS AND/OR PROFILES

Intended to be filled out throughout construction process

Project Close Out

SMP Inspection: Installation Form

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.

SMP Installation

Stormwater Gallery

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

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.

<div>SMP Component: Date of Inspection:</div>	<div>SMP Component: Date of Inspection:</div>

[Duplicate table rows as needed]

Intended to be filled out throughout construction process

Project Close Out

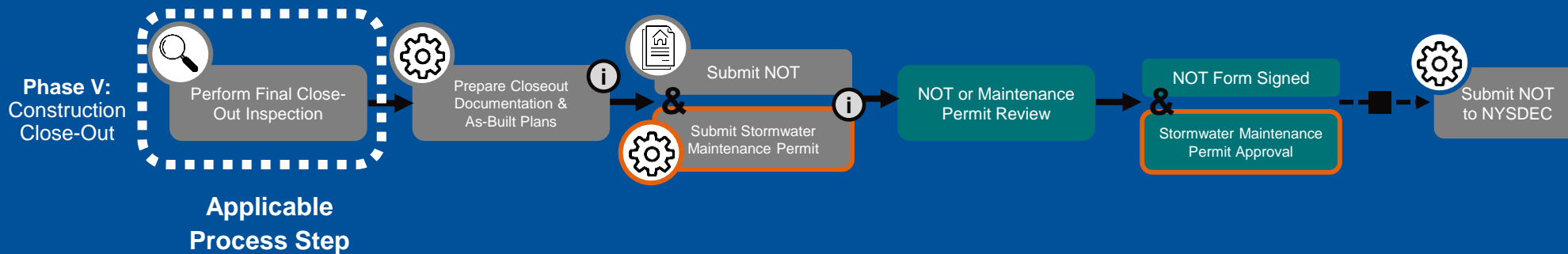
SMP Inspection: Stormwater Maintenance Permit Request

Because the SMP Installation Form will confirm the conformance of subsurface SMP elements; if the completed Form is submitted with the Stormwater MP request, the As-Built Drainage Utility & SMP Plan will not need to show:

- ✓ 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

Project Close Out

Final Close-Out Inspection



Project Close Out

Final Close-Out Inspection: Responsible Personnel

QI for Final Stabilization must inspect & certify that:

- ✓ All development activities identified in the SWPPP have been completed;
- ✓ All areas of disturbance have achieved final stabilization;
- ✓ All temporary structural erosion and sediment control measures have been removed;

Refer to the Qualified Inspector Guidance for Compliance with the NYC Stormwater Permit Presentation on the [NYC DEP Stormwater Permits](#) for more information & guidance.

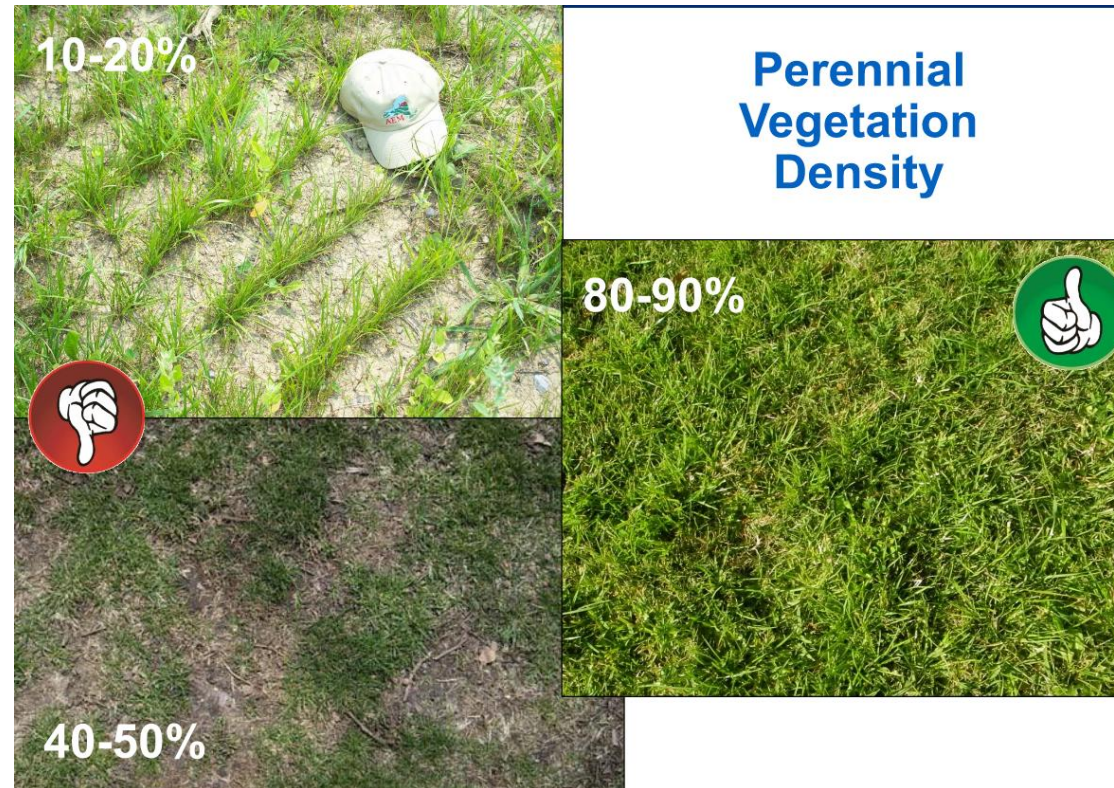
QI for SMP Certification* must inspect & certify that:

- ☐ Any SMPs identified in the SWPPP have been constructed in conformance with the latest approved SWPPP and are operational

* Discussed in the previous section

Project Close Out

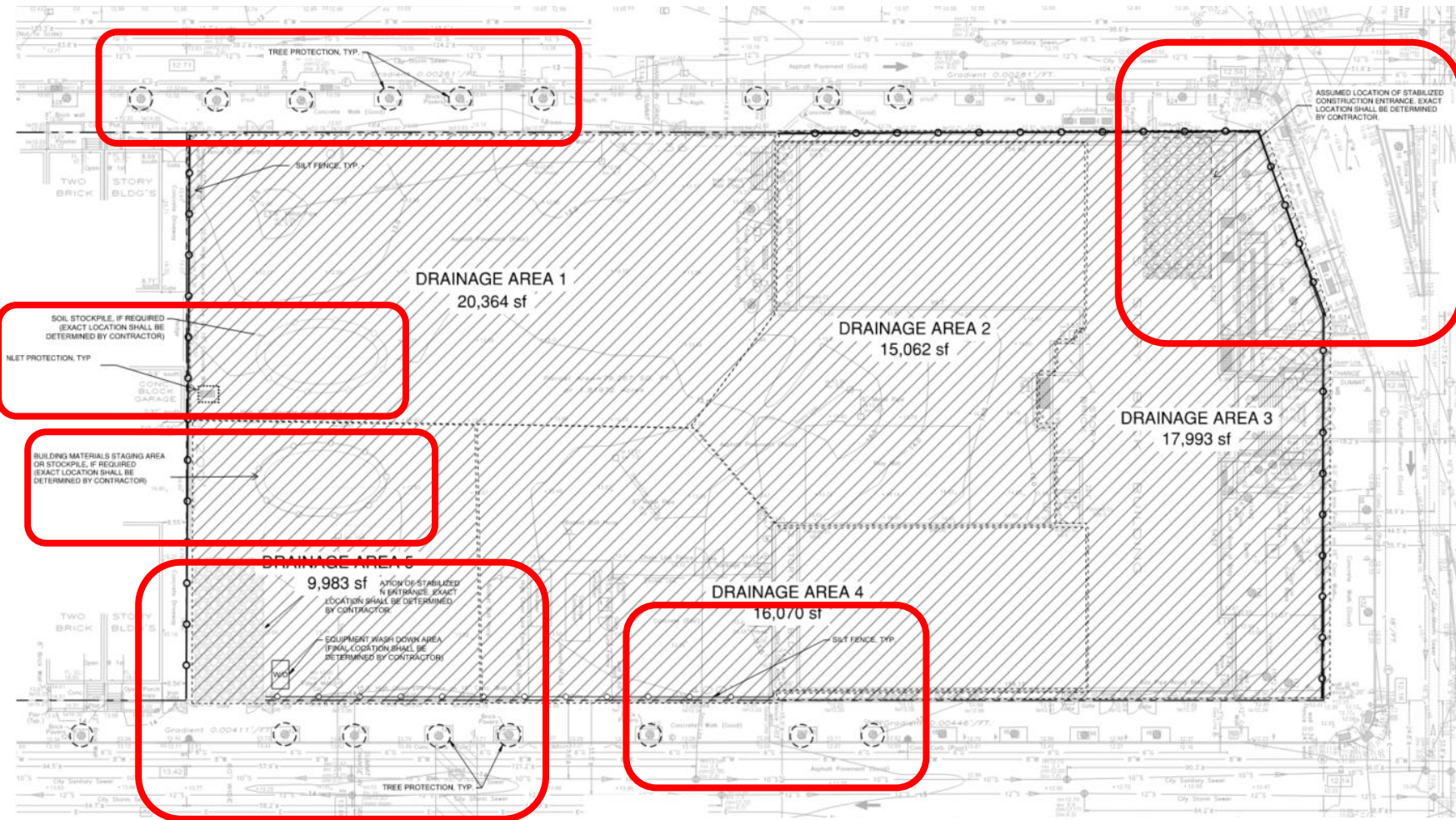
Final Close-Out Inspection: Inspection Requirements



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

Project Close Out

Final Close-Out Inspection: Inspection Requirements



Ensure removal of all
ESC practices outlined
in the approved SWPPP

Project Close Out

Final Close-Out Inspection: Acknowledgements

QI for Final Stabilization must certify the close-out inspection by acknowledging the request of a Notice of Termination (NOT) or Stormwater Maintenance Permit (MP) in the SWPTS Portal:

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 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.

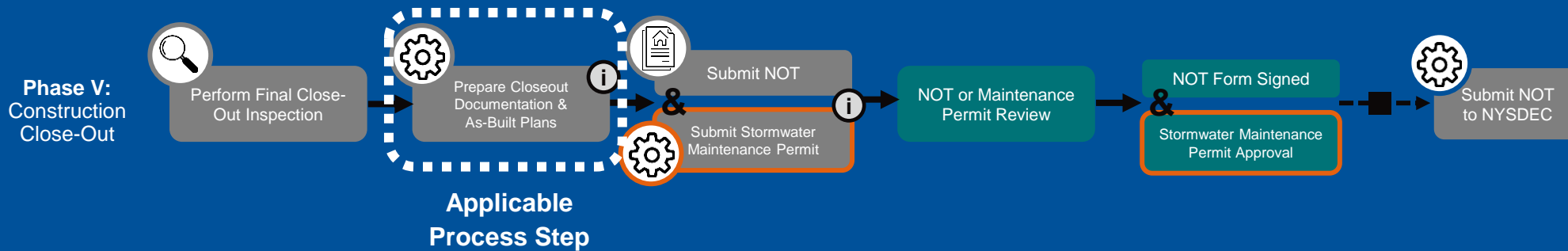
☒ Acknowledge*

Submit

Go Back






Project Close Out

Prepare Close-Out Documents








Project Close Out

Close-Out Documents: Submission Requirements

- A. Cover Letter 
- B. Latest 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. Certificate of Inspection “Sewer Connection Card”
(as applicable)

Documents Applicable
for SMP Projects Only

Primary Entity

	Owner/Developer
	Owner
	Qualified Professional
	Contractor
	Qualified Inspector

Close-Out Documents

A. Cover Letter

B. Latest QI Inspection Report

C. NYSDEC NOT Forms

D. As-Built Plans

E. Operations & Maintenance Manual

F. Certificate of Inspection “Sewer Connection Card”

Project Close-Out

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. Latest QI Inspection Report

C. NYSDEC NOT Forms

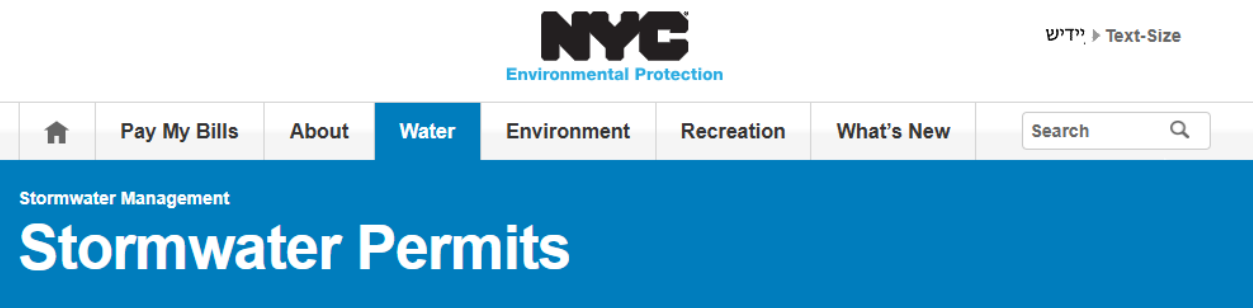
D. As-Built Plans

E. Operations & Maintenance Manual

F. Certificate of Inspection “Sewer Connection Card”

Project Close-Out

Close-Out Documents: Latest QI Inspection Report



Share
Print

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.

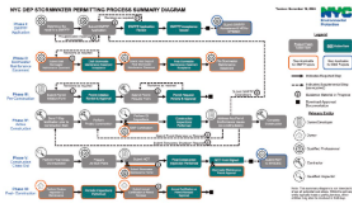
Stormwater Pollution Prevention Plan

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



The last QI Inspection Report must be submitted, certifying that the entire site has achieved final stabilization with supporting photos included.

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>
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])
<input type="text"/>	<input type="text"/>	<input type="text"/>
General Inspection Notes:		
<input type="text"/>		

Refer to [NYC DEP Stormwater Permits](#) website to download SWPPP Appendix F Qualified Inspector Report Templates

Close-Out Documents

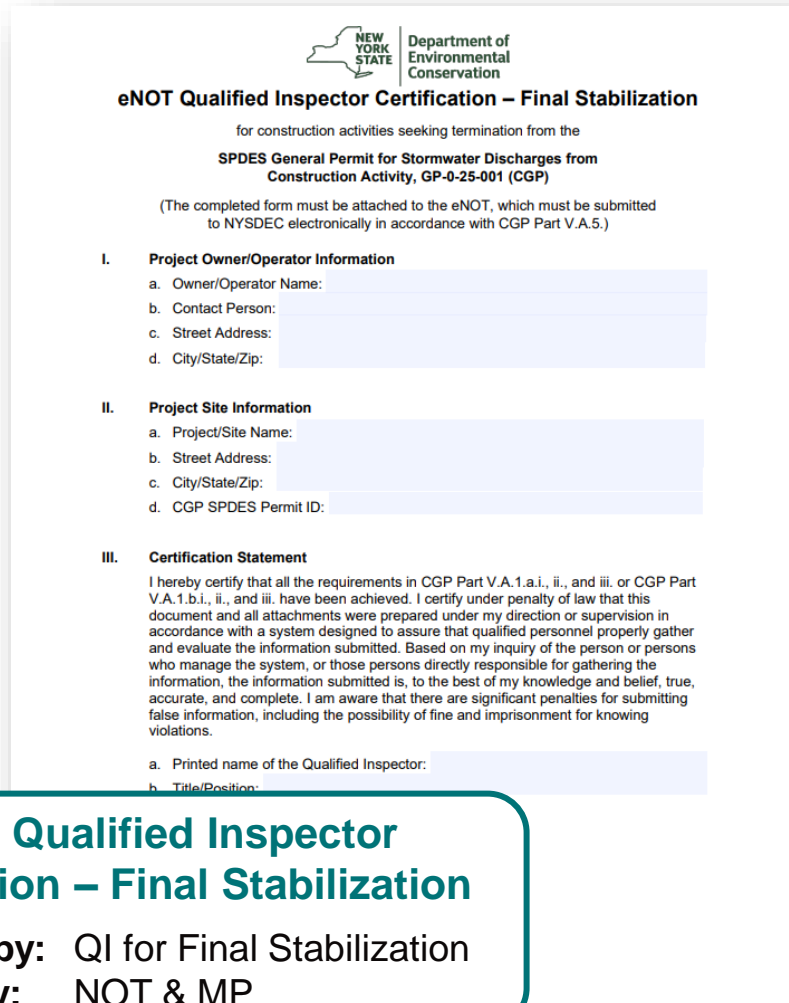
- A. Cover Letter
- B. Latest QI Inspection Report

C. NYSDEC NOT Forms

- D. As-Built Plans
- E. Operations & Maintenance Manual
- F. Certificate of Inspection “Sewer Connection Card”

Project Close-Out

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 sections for Project Owner/Operator Information, Project Site Information, and a Certification Statement. The form is to be completed by a Qualified Inspector (QI) for Final Stabilization and is applicable for NOT and MP projects.

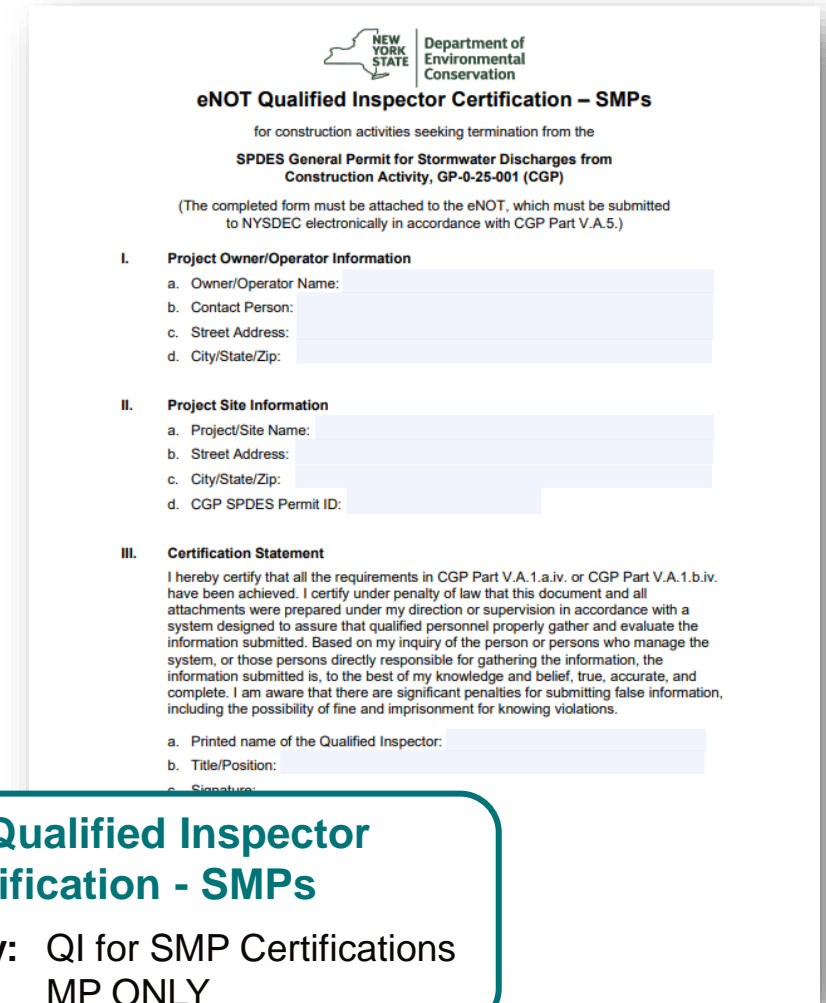
eNOT Qualified Inspector Certification – Final Stabilization
for construction activities seeking termination from the
SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP)
(The completed form must be attached to the eNOT, which must be submitted to NYSDEC electronically 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.

a. Printed name of the Qualified Inspector:
b. Title/Position:



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 sections for Project Owner/Operator Information, Project Site Information, and a Certification Statement. The form is to be completed by a Qualified Inspector (QI) for SMP Certifications and is applicable for MP ONLY projects.

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.

a. Printed name of the Qualified Inspector:
b. Title/Position:
c. Signature:

Project Close-Out

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.

a. Printed name of the Owner or Operator:

b. Title/Position:

eNOT Owner or Operator Certification
Completed by: Owner
Applicability: NOT & MP

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.

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

eNOT MS4 Acceptance
Completed by: DEP
Applicability: NOT & MP

Close-Out Documents

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

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

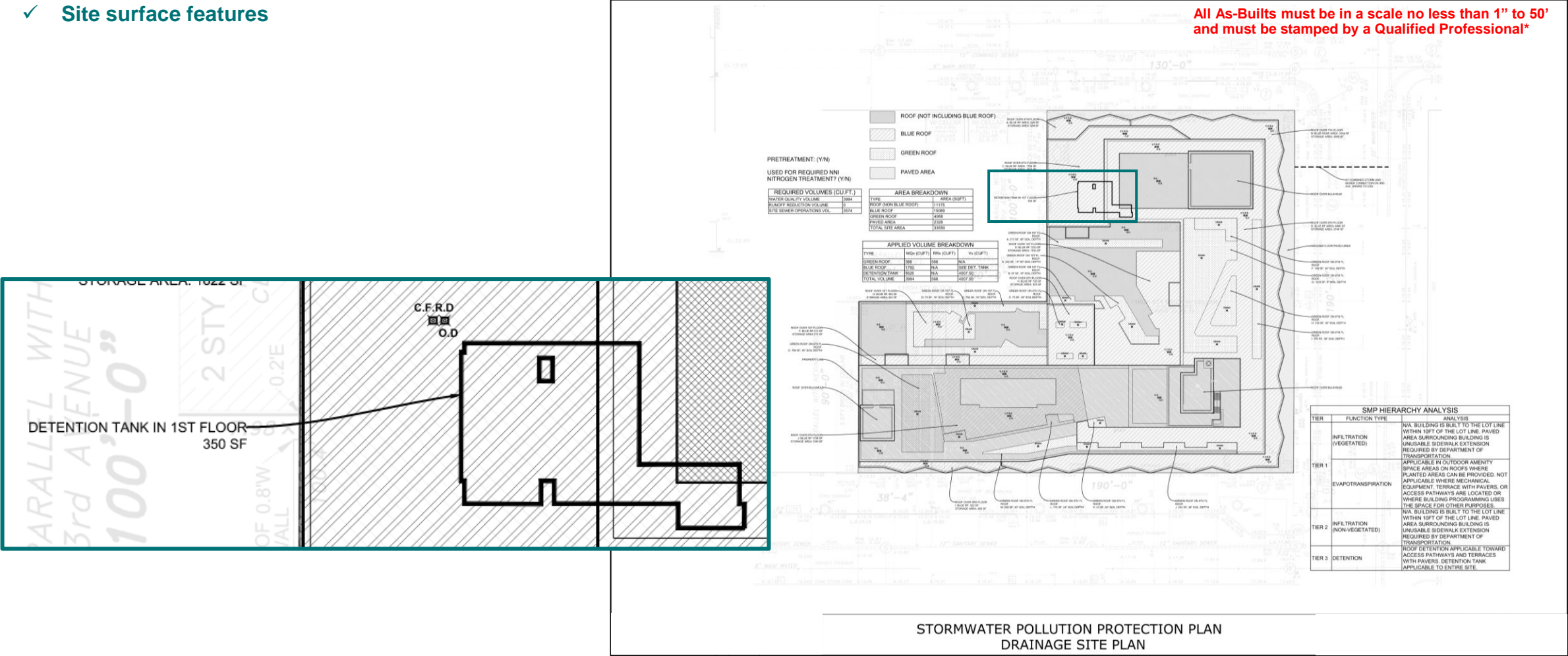
- E. Operations & Maintenance Manual
- F. Certificate of Inspection “Sewer Connection Card”

***Only applicable for sites with SMPs**

Project Close-Out

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

✓ Site surface features

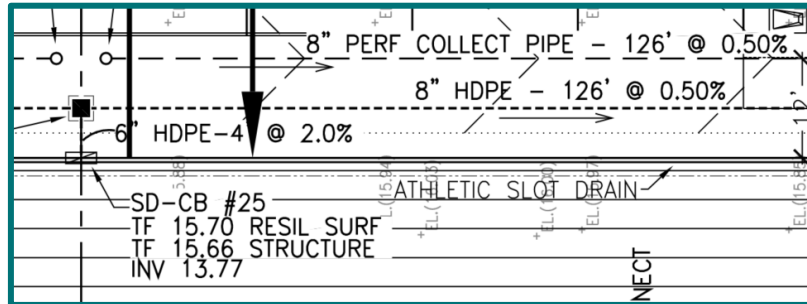
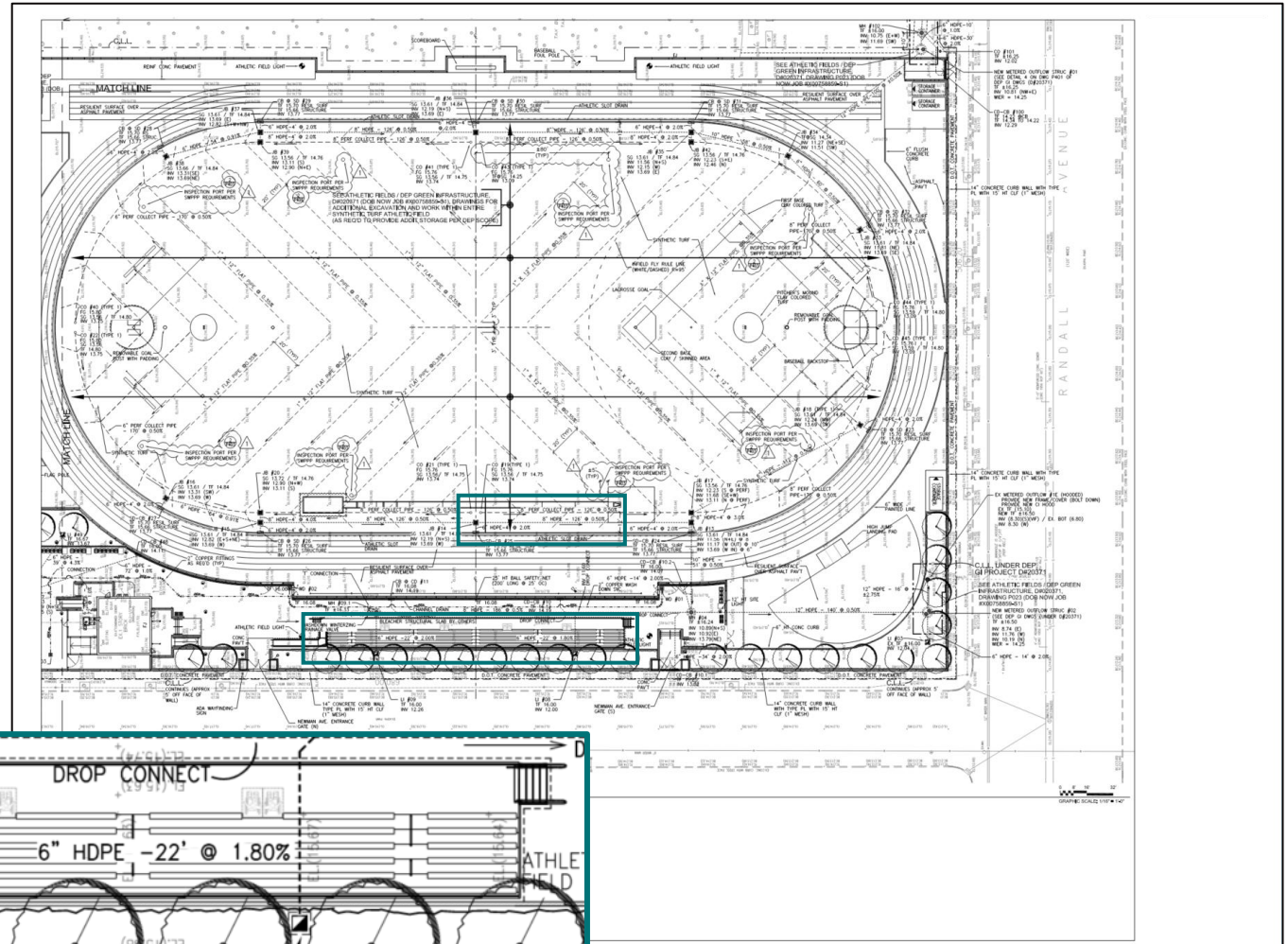


Project Close-Out

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

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



Project Close-Out

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

- ✓ Site surface features,
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- ✓ **On-site sewage treatment system locations**

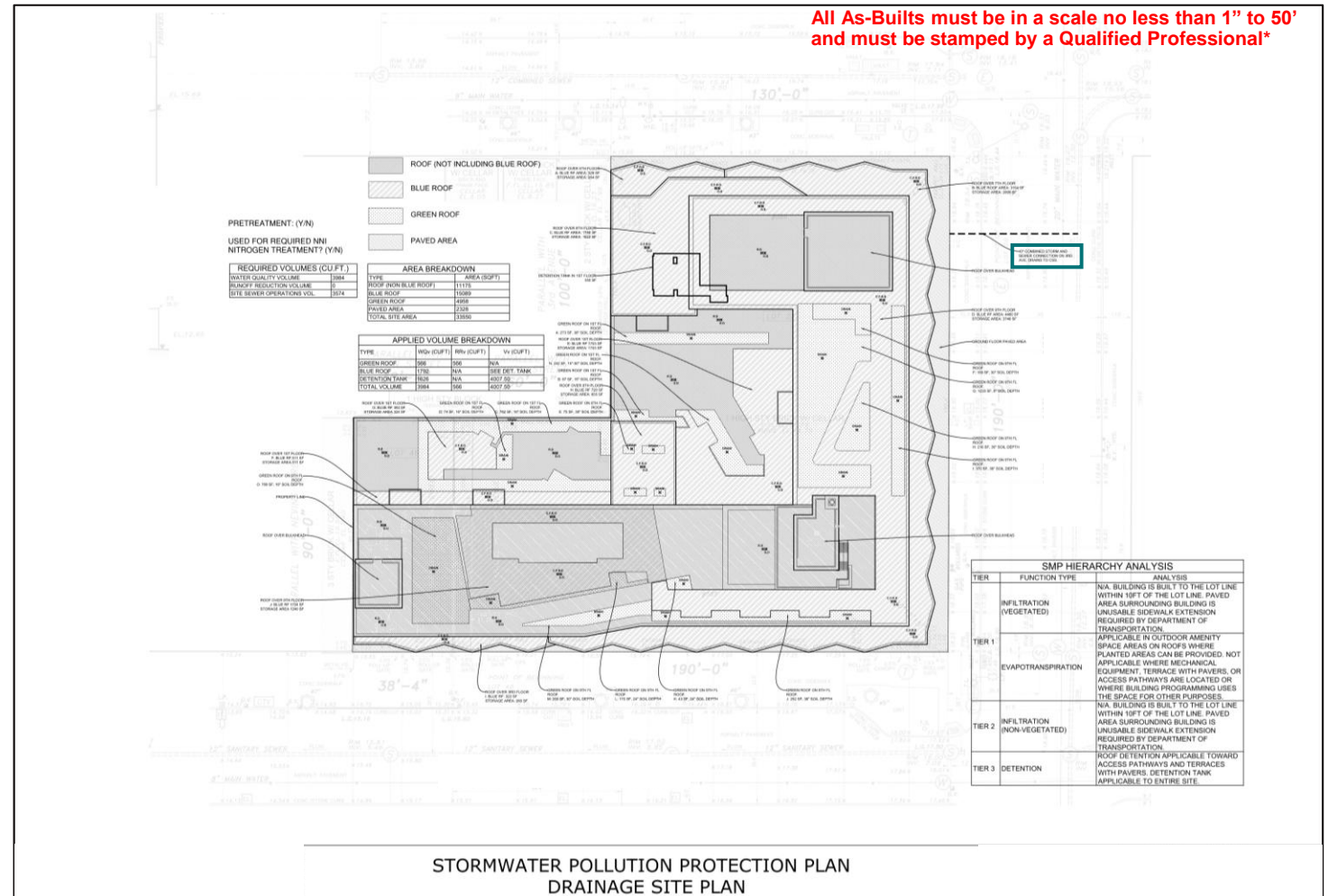
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- ✓ **Callouts for all points of discharge from the site**

10" COMBINED STORM AND SEWER CONNECTION ON 3RD AVE. DRAINS TO CSS.

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



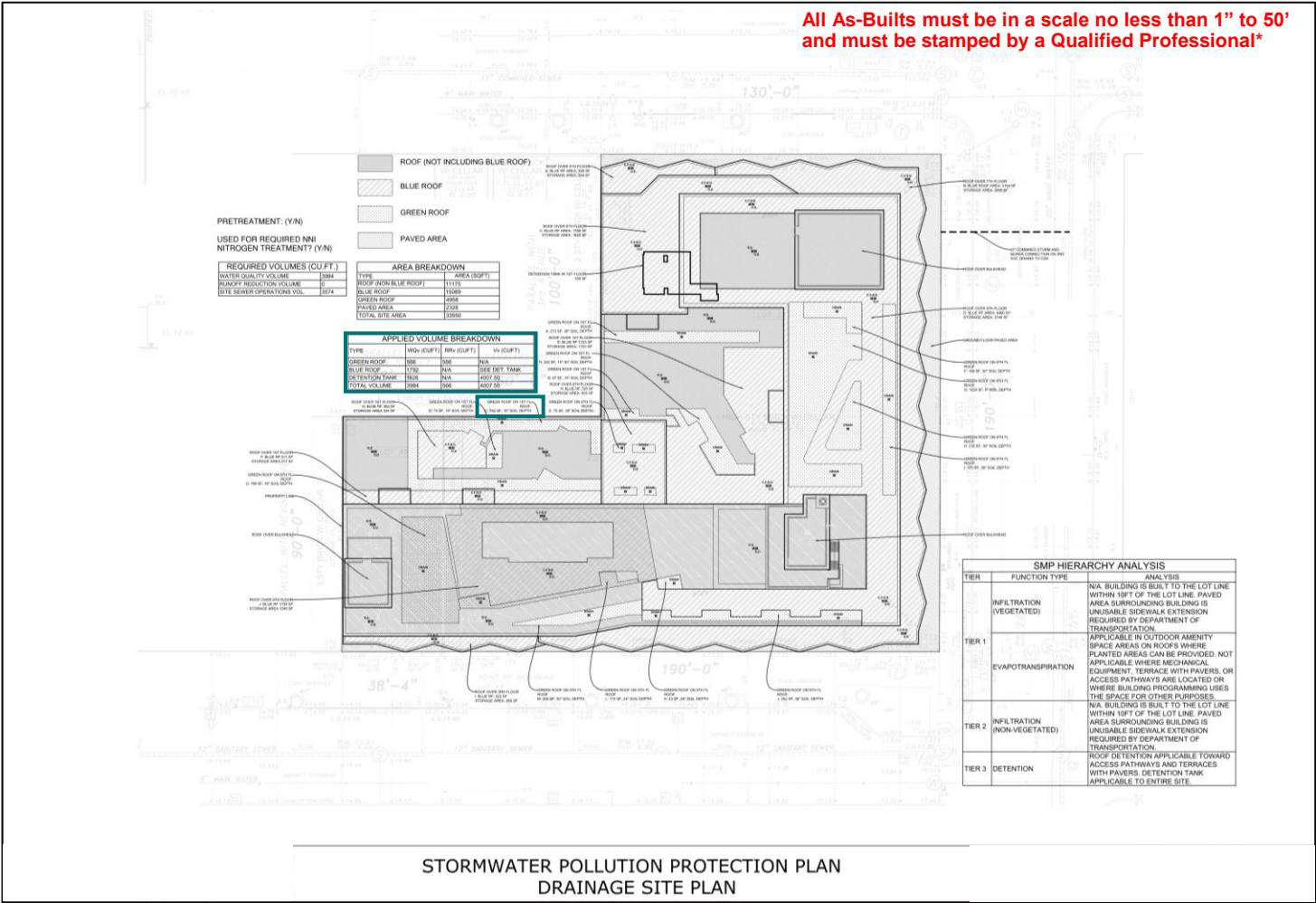
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 - ✓ On-site sewage treatment system locations,
 - ✓ Callouts for all points of discharge from the site,
- For each SMP:**
- ✓ **Callouts including type, size, and storage volume**

GREEN ROOF ON 1ST FL ROOF.
C: 782 SF, 16" SOIL DEPTH

APPLIED VOLUME BREAKDOWN			
TYPE	WQv (CUFT)	RRv (CUFT)	Vv (CUFT)
GREEN ROOF	566	566	N/A
BLUE ROOF	1792	N/A	SEE DET. TANK
DETENTION TANK	1626	N/A	4007.50
TOTAL VOLUME	3984	566	4007.50



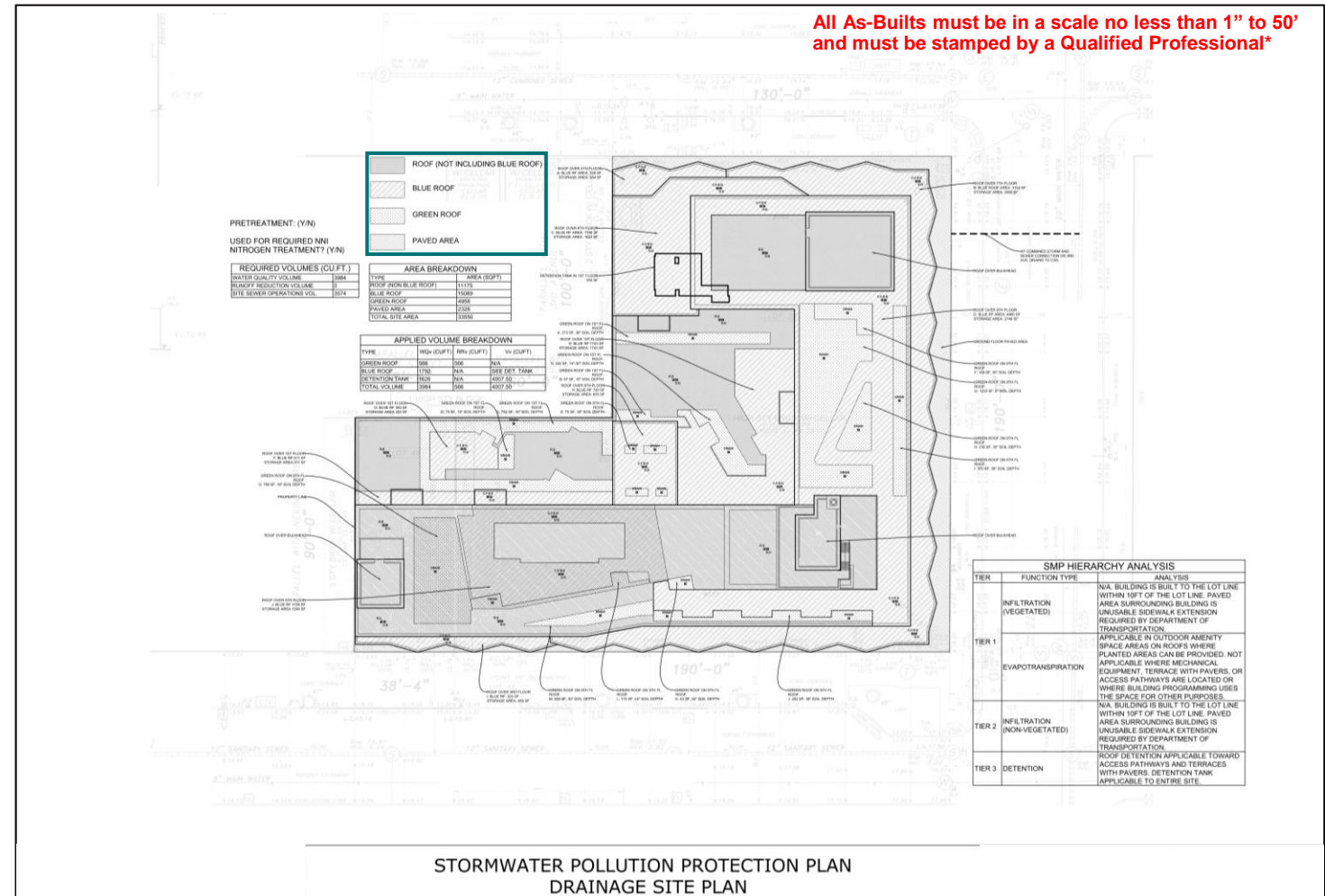
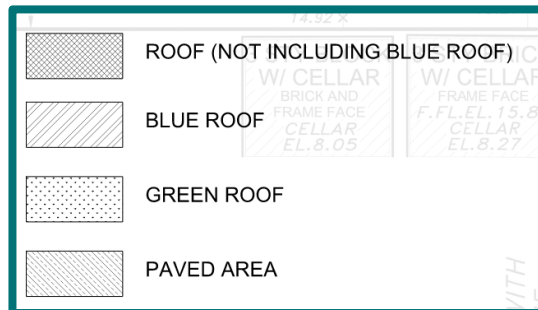
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- ✓ On-site sewage treatment system locations,
- ✓ Callouts for all points of discharge from the site,

For each SMP:

- ✓ Callouts including type, size, and storage volume,
- ✓ **SMP type [if manufactured treatment device, specify the manufacture name, model, size]**



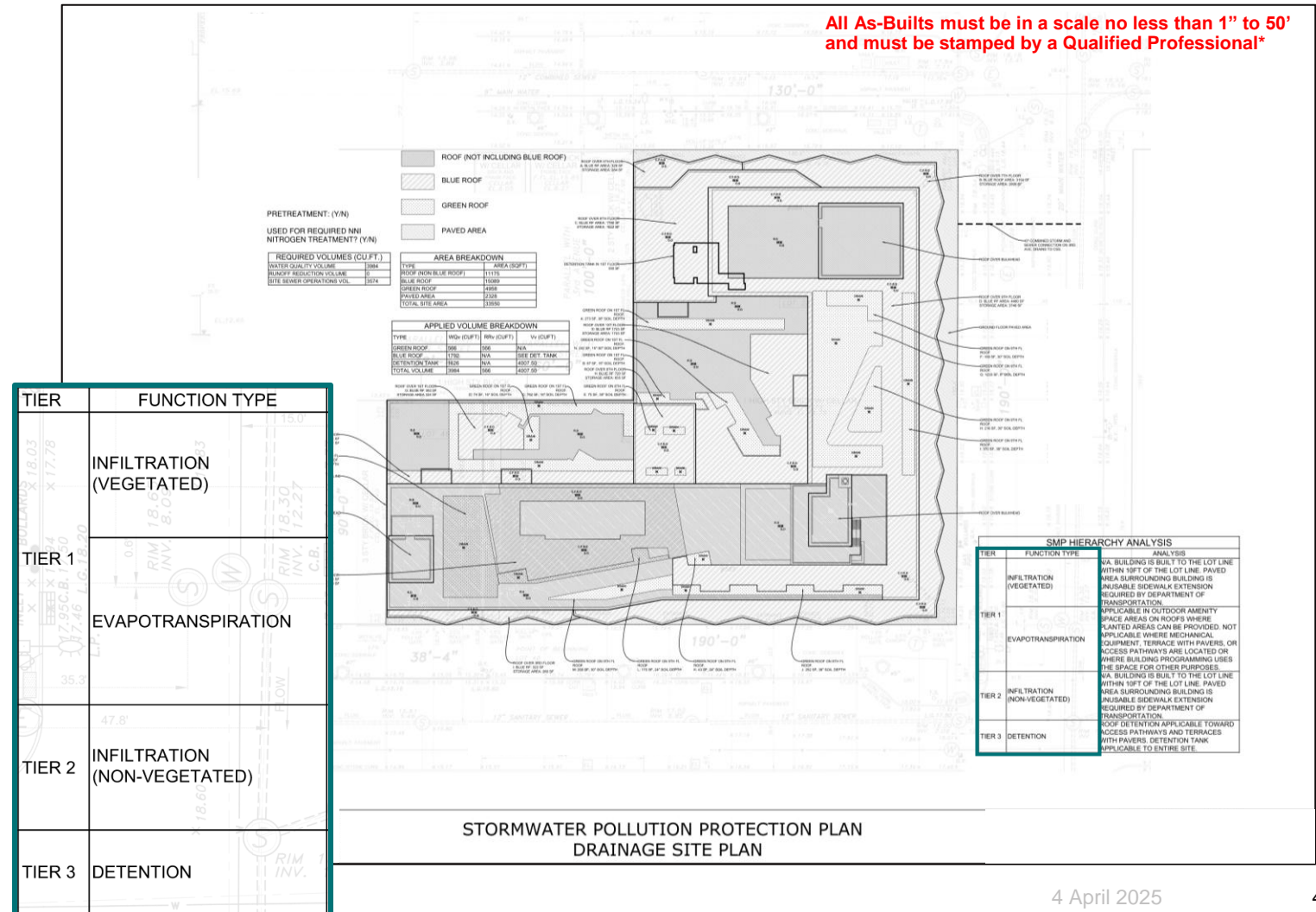
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- ✓ Callouts for all points of discharge from the site,

For each SMP:

- ✓ Callouts including type, size, and storage volume,
- ✓ SMP type [if manufactured treatment device, specify the manufacture name, model, size],
- ✓ **SMP function type**



Project Close-Out

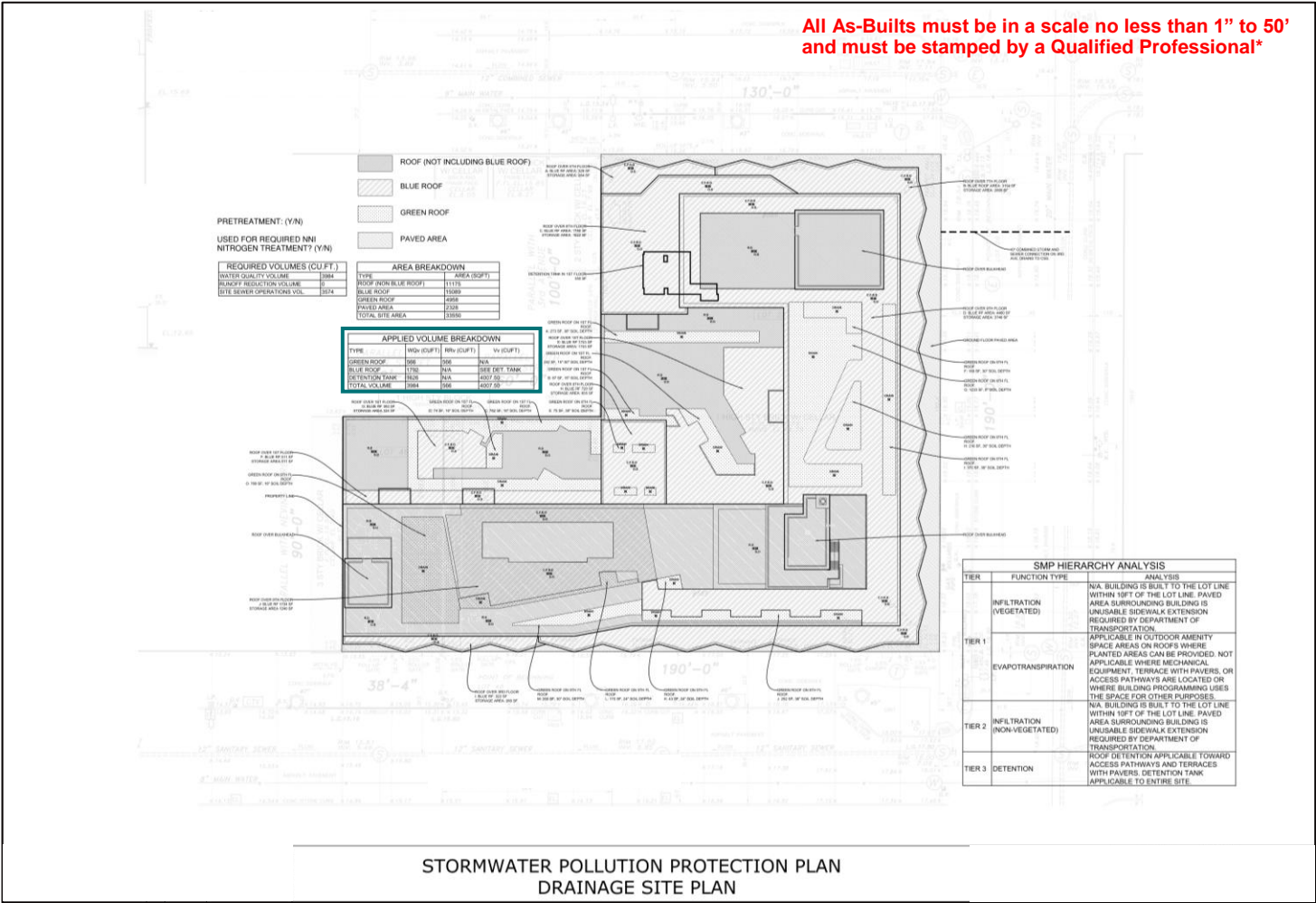
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For each SMP:

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- ✓ SMP function type,
- ✓ **WQv Treated (cf)**

APPLIED VOLUME BREAKDOWN			
TYPE	WQv (CUFT)	RRv (CUFT)	Vv (CUFT)
GREEN ROOF	566	566	N/A
BLUE ROOF	1792	N/A	SEE DET. TANK
DETENTION TANK	1626	N/A	4007.50
TOTAL VOLUME	3984	566	4007.50



Project Close-Out

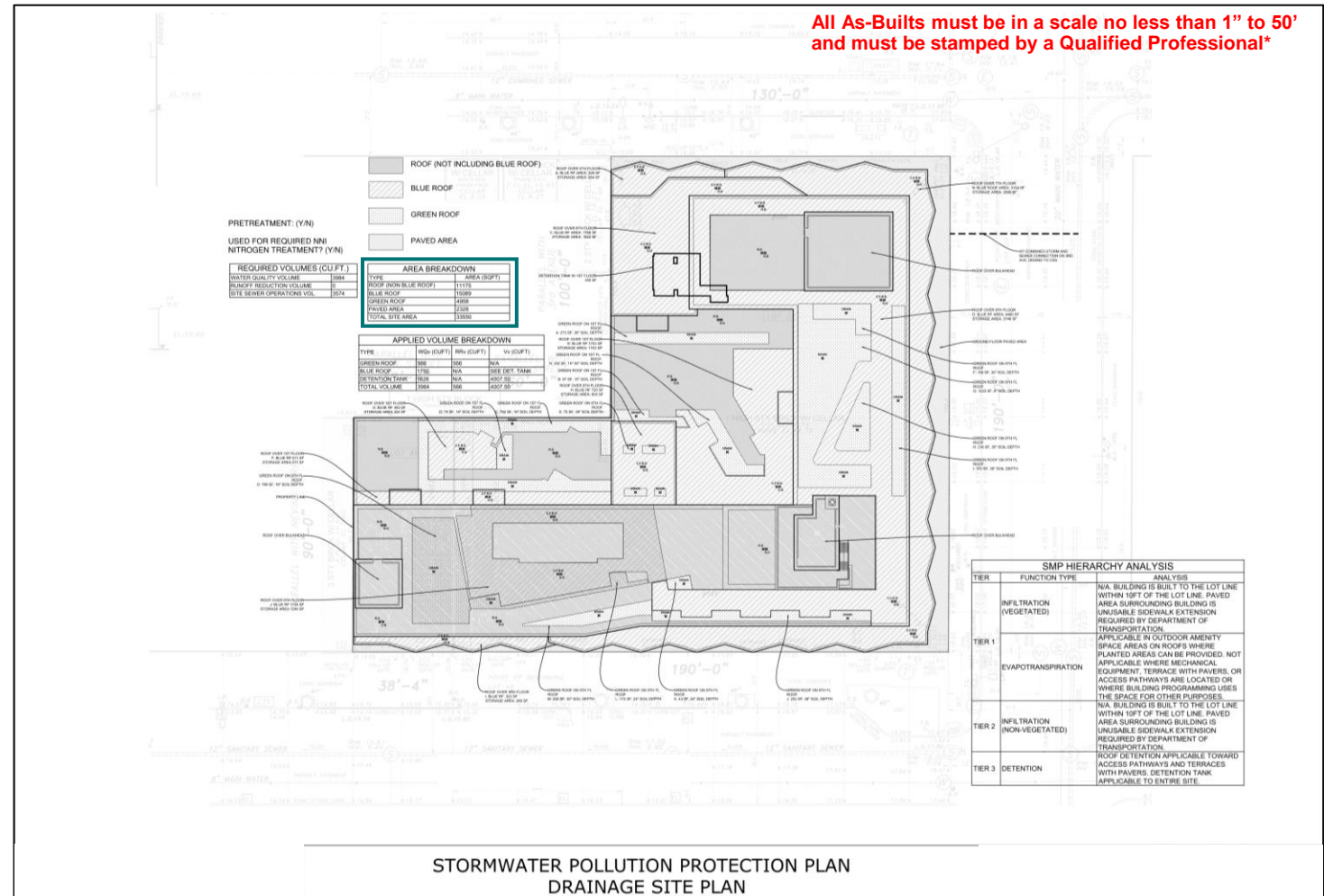
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- ✓ Callouts for all points of discharge from the site,

For each SMP:

- ✓ Callouts including type, size, and storage volume,
- ✓ SMP type [if manufactured treatment device, specify the manufacture name, model, size],
- ✓ SMP function type,
- ✓ WQv Treated (cf),
- ✓ **Total Tributary area (sf),**
- ✓ **Impervious Tributary area (sf)**

AREA BREAKDOWN	
TYPE	AREA (SQFT)
ROOF (NON BLUE ROOF)	11175
BLUE ROOF	15089
GREEN ROOF	4958
PAVED AREA	2328
TOTAL SITE AREA	33550



Project Close-Out

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

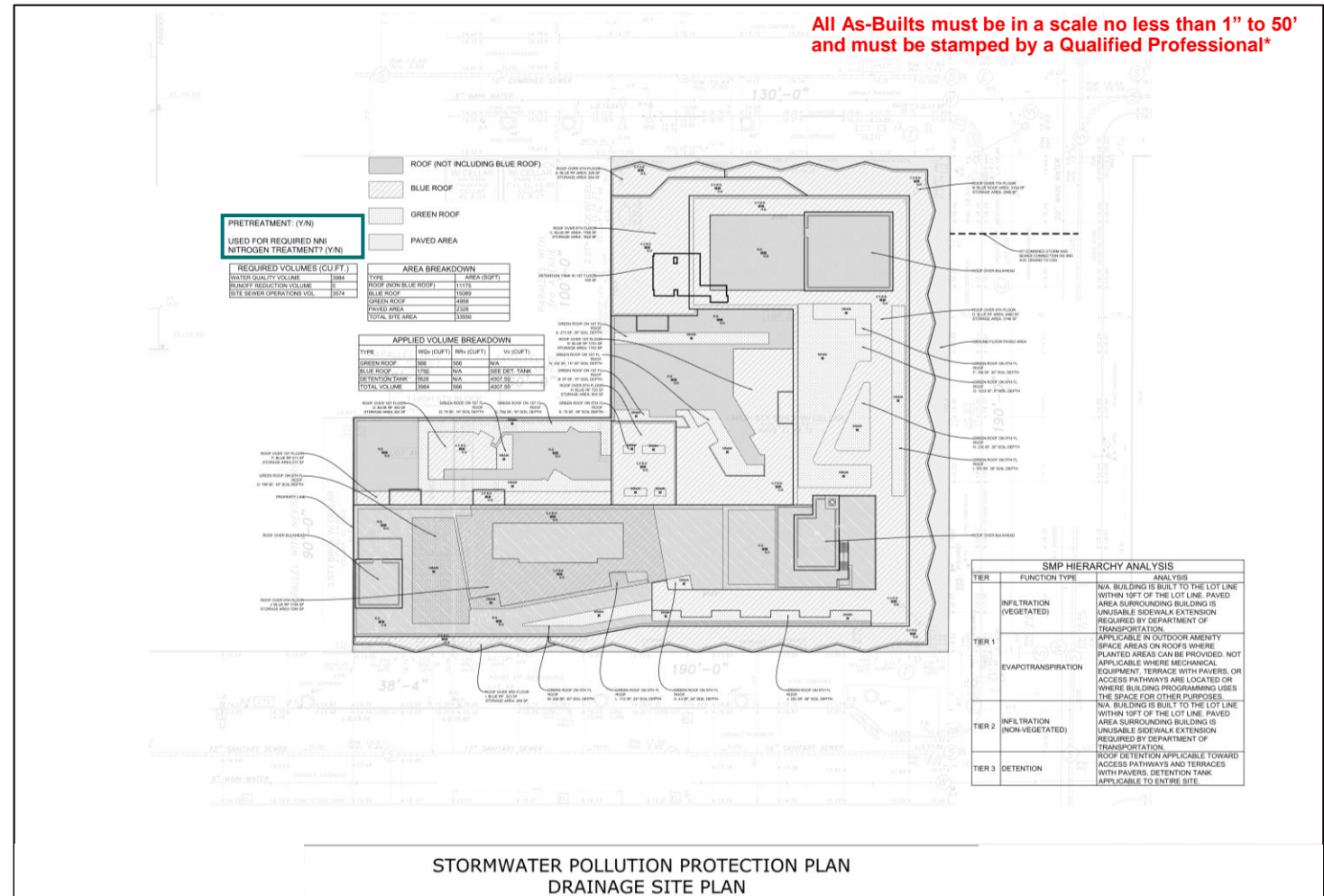
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- ✓ SMP function type,
- ✓ WQv Treated (cf),
- ✓ Total Tributary area (sf),
- ✓ Impervious Tributary area (sf),
- ✓ Pretreatment (Y/N),
- ✓ Used for required NNI Nitrogen Treatment? (Y/N)

PRETREATMENT: (Y/N)

USED FOR REQUIRED NNI
NITROGEN TREATMENT? (Y/N)



Project Close-Out

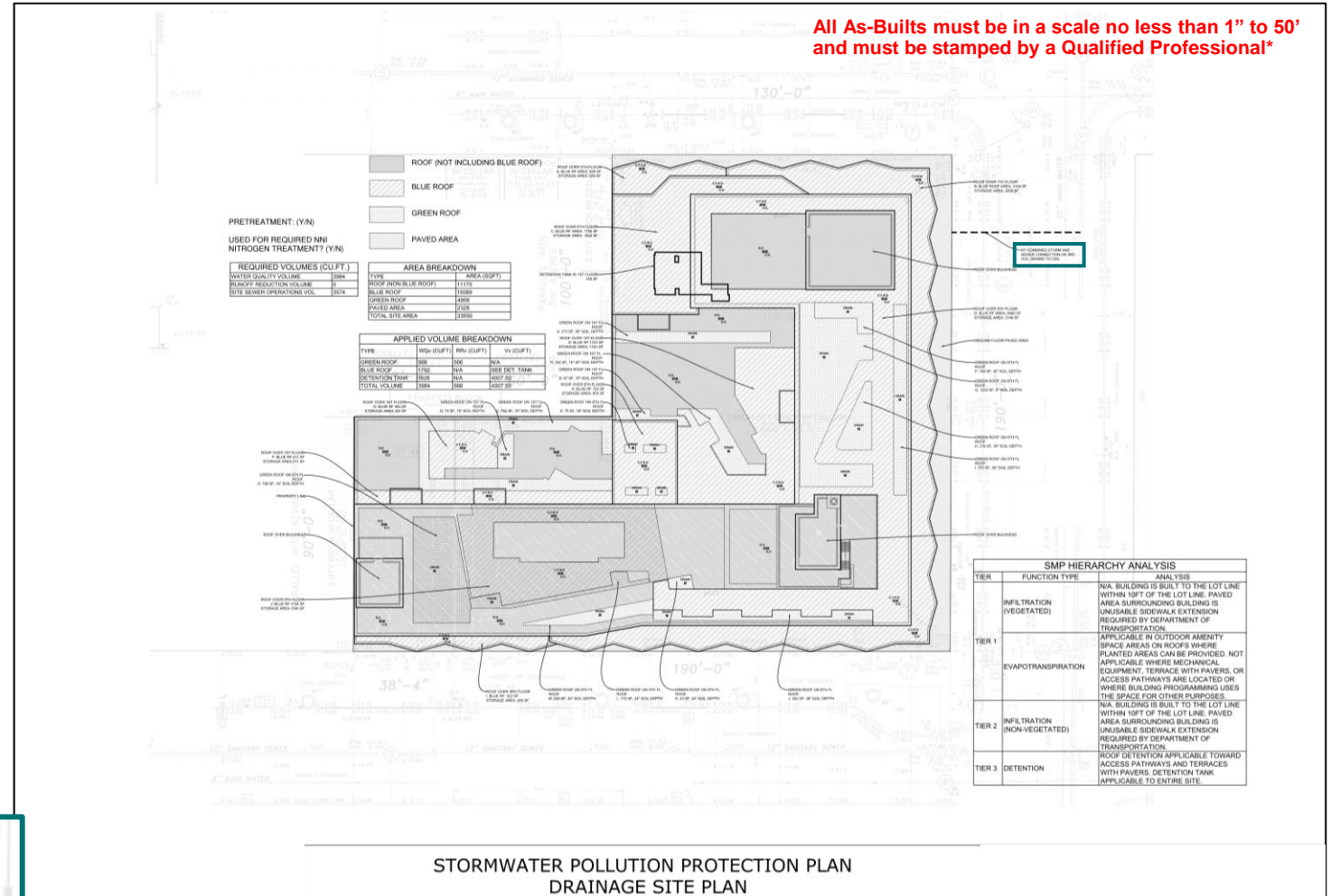
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- ✓ Total Tributary area (sf),
- ✓ Impervious Tributary area (sf),
- ✓ Pretreatment (Y/N),
- ✓ Used for required NNI Nitrogen Treatment? (Y/N),
- ✓ **Drains to: (CSS/MS4)**

10" COMBINED STORM AND SEWER CONNECTION ON 3RD AVE. DRAINS TO CSS.



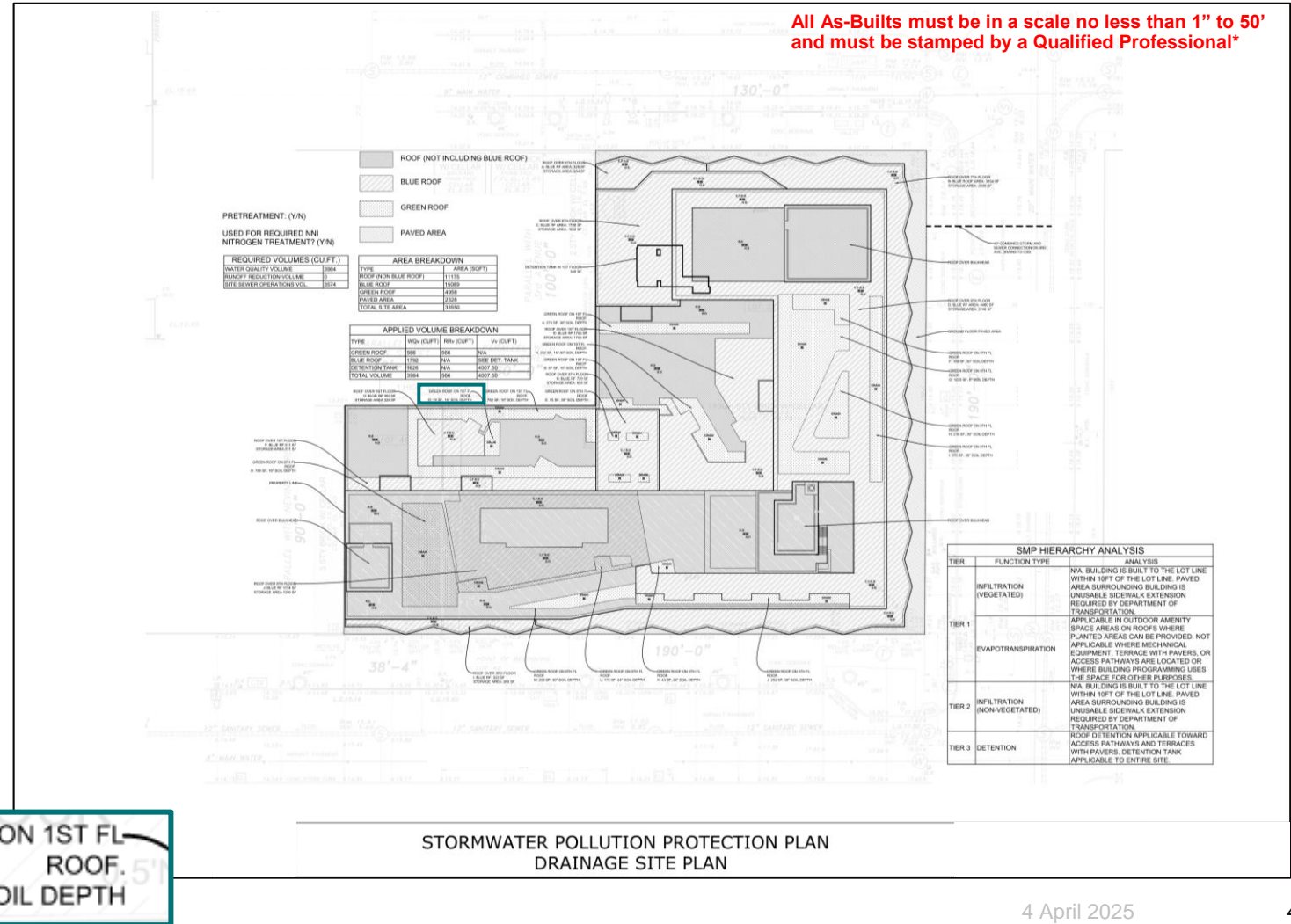
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- ✓ SMP function type,
- ✓ WQv Treated (cf),
- ✓ Total Tributary area (sf),
- ✓ Impervious Tributary area (sf),
- ✓ Pretreatment (Y/N),
- ✓ Used for required NNI Nitrogen Treatment? (Y/N),
- ✓ Drains to : (CSS/MS4),
- ✓ **Soil Depth (ft) [if applicable],**
- ✓ **Stone Depth (ft) [if applicable]**



Project Close Out

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

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)

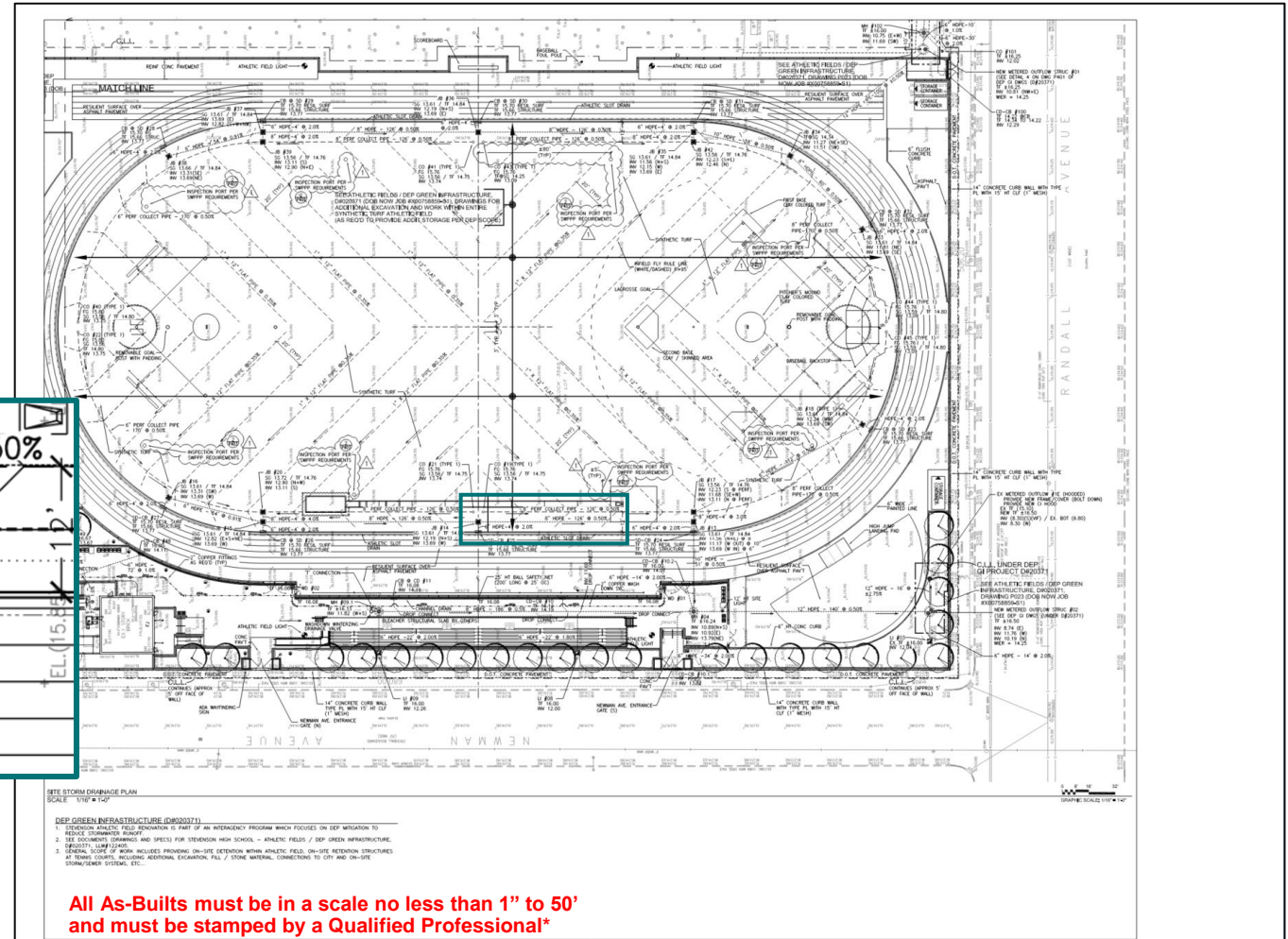
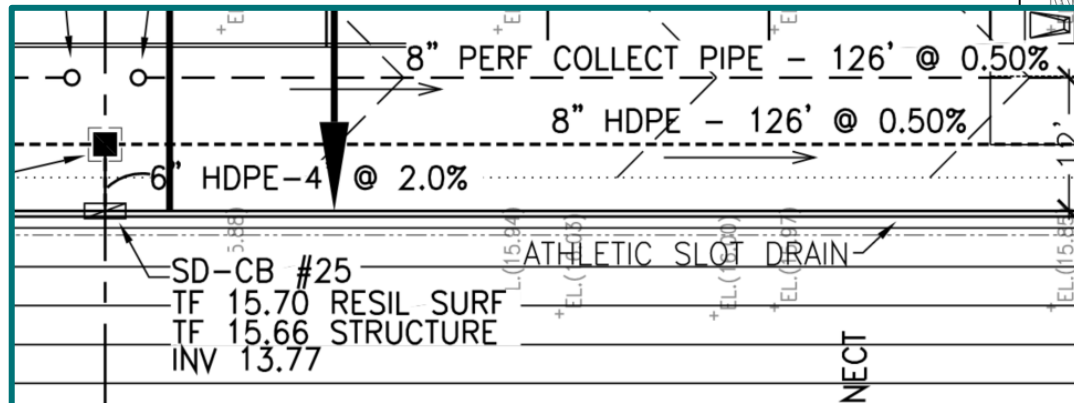
- E. Operations & Maintenance Manual
- F. Certificate of Inspection “Sewer Connection Card”

***Only applicable for sites with SMPs**

Project Close-Out

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

- ✓ Drainage structures
- ✓ Drainage pipes

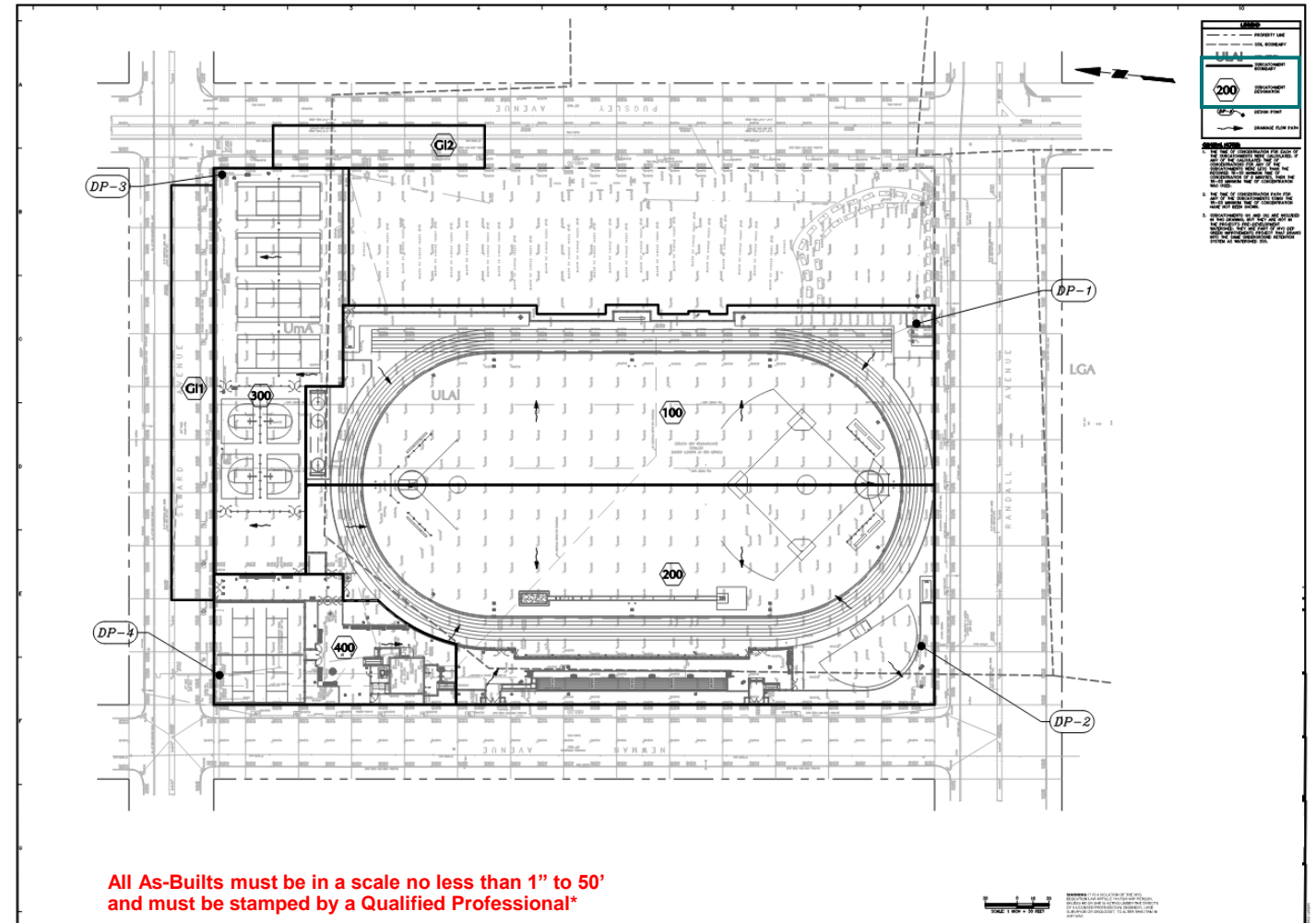
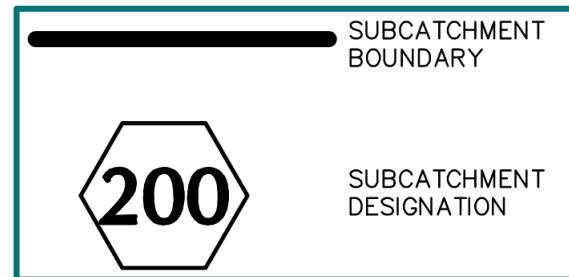


All As-Built must be in a scale no less than 1" to 50' and must be stamped by a Qualified Professional*

Project Close-Out

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

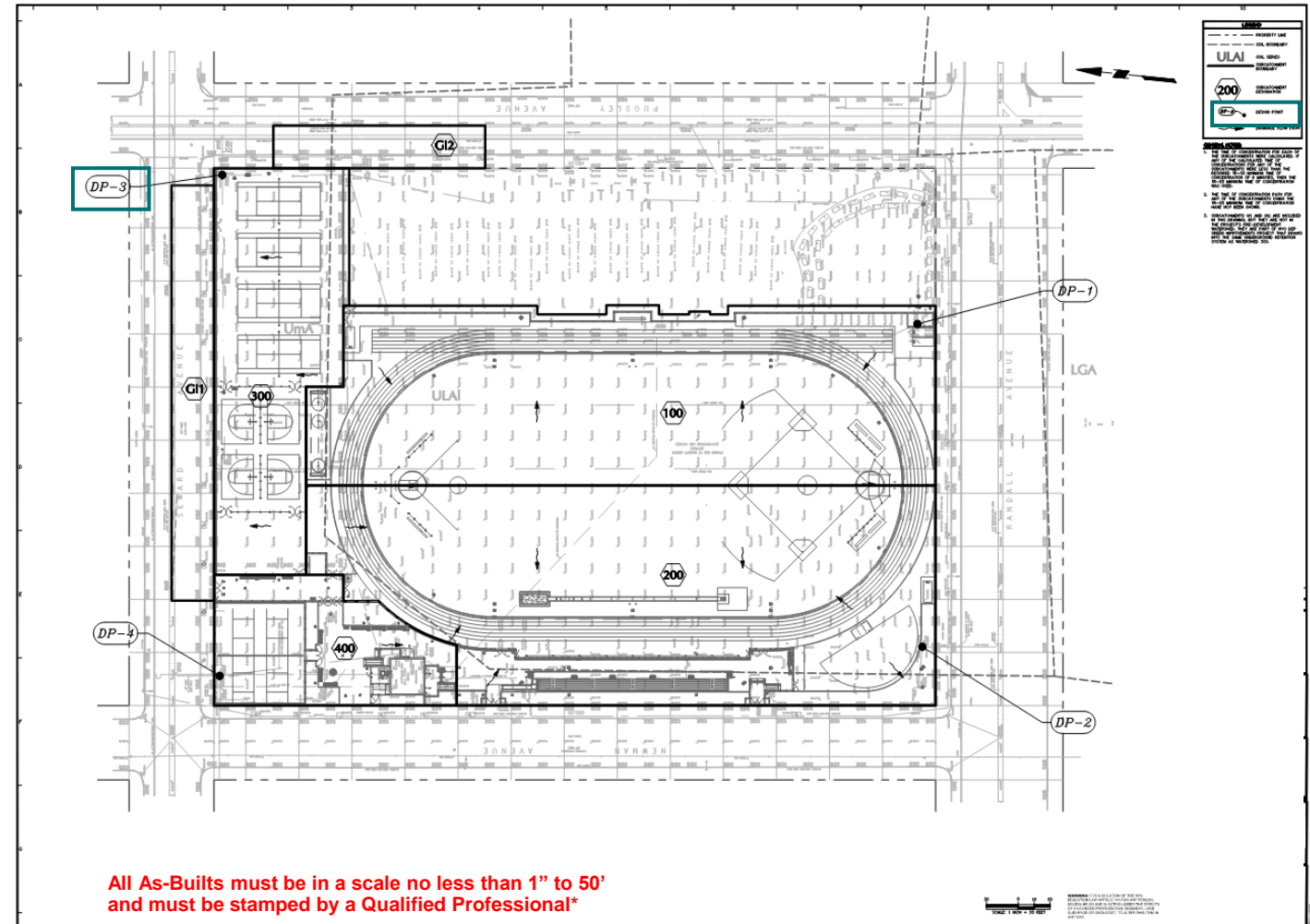
- ✓ Drainage structures
- ✓ Drainage pipes
- ✓ Individual drainage areas and the associated “drainage point”



Project Close-Out

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

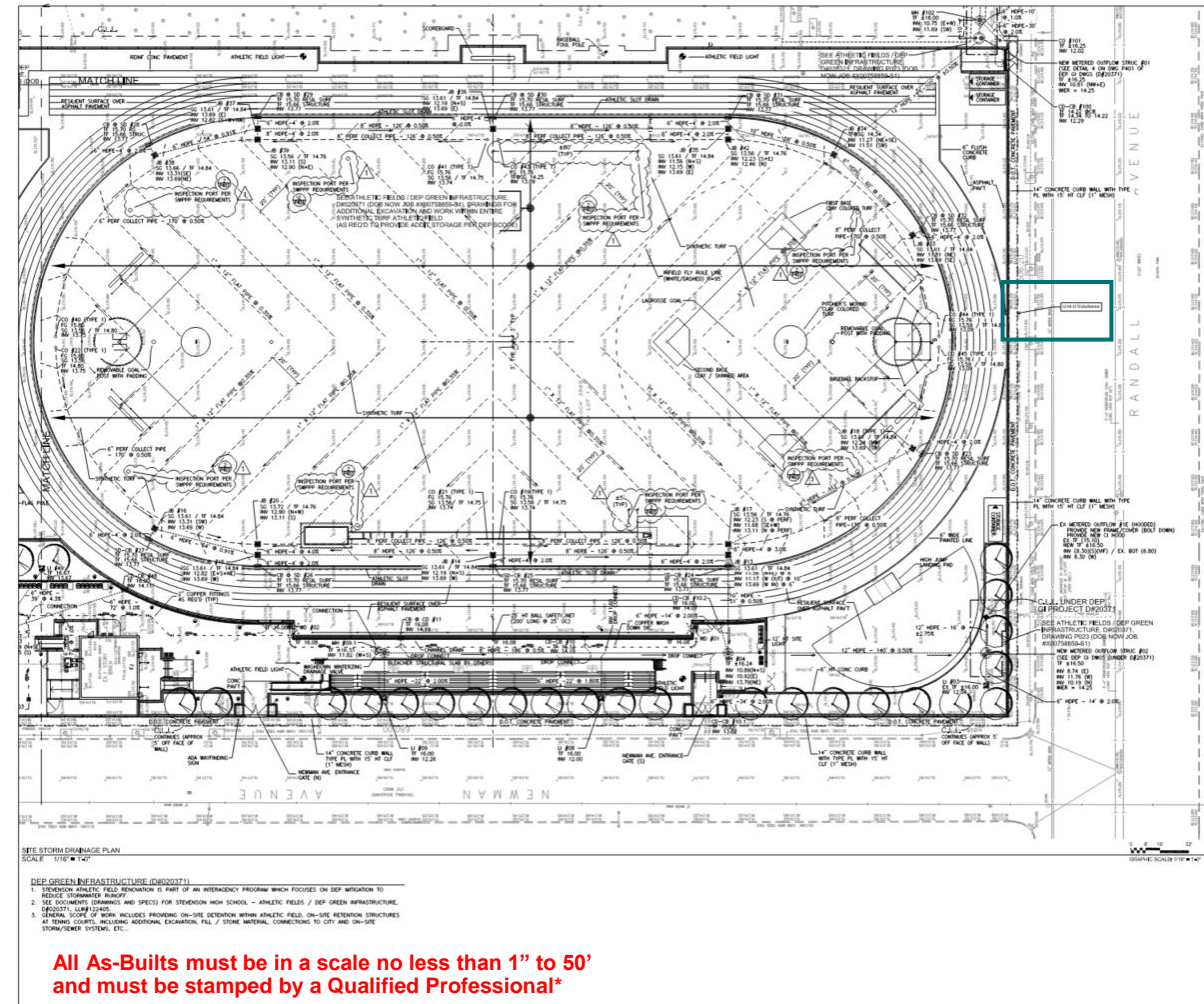
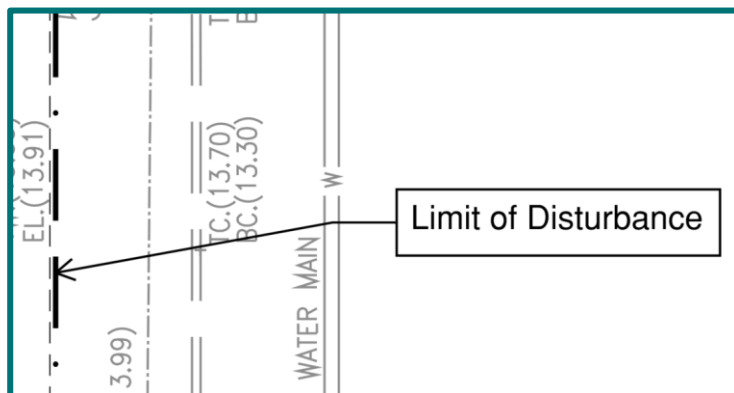
- ✓ Drainage structures
- ✓ Drainage pipes
- ✓ Individual drainage areas and the associated “drainage point”
- ✓ **“Design points”** listing the total contributing drainage area to that point is required
- ✓ **Callouts for each design point, and IDs/surface type of contributing drainage areas**



Project Close-Out

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

- ✓ 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**



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

Project Close-Out

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

- ✓ 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**

NYC Property Information Portal
Department of Finance

Property Details
Find Another Property

Property Info Building Land Assessments Exemptions Sales Mortgages Tax Map History Neighborhood

Schedule Appointment Update Property & Billing Info Pay Online
Property Tax Account Print Request a Refund

Block: 3565 Lot: 1

Property Information
DEPARTMENT OF EDUCATION
Owner
Q2 - PLAYGROUND
Type
Tax class 4

Building Information
BISWEB

33	1	1,122	-	Playground
Building Frontage	Total Units	Commercial Area	Exterior Condition	Building Style
1	34	1	-	-
Number of Buildings	Building Depth	Commercial Units	Construction Type	External Wall
-	1976	0	1	None
Living Area	Year Built	Residential Units	Stories	Proximity
-	-	-	-	Basements

-
- ULAI**
- POST-DEVELOPMENT WATERSHED MAP**
- 4 April 2025**
- All As-Built must be in a scale no less than 1" to 50' and must be stamped by a Qualified Professional***

Close-Out Documents

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- B. Latest QI Inspection Report
- C. NYSDEC NOT Forms
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***Only applicable for sites with SMPs**

Project Close-Out

Close-Out Documents: O&M Manual Requirements

✓ List of SMPs to be maintained (SMP ID/Type, & Function Type)

2.1 List of SMPs

Instructions:

- This section consists of a table where the applicant must list each post-construction SMP that is proposed for the project, along with its associated identification (ID) details. The contents of the table are as follows:
- SMP Type column – List the name of each individual practice in the rows of this column using the SMP naming conventions shown in Chapter 4 of the New York City Stormwater Manual (NYC SWM). There may be more than one practice of the same type.
 - DEP SMP ID column – During the application process on the SWPTS Portal, the system will generate a unique ID for each entered practice. The unique ID generated by the SWPTS Portal shall be included in this column. Note that each SMP ID must be separated by contributing drainage areas.
 - Structure No. column – List the structure number for each SMP. This number should correspond with the number assigned to the SMP in the Utility Plan.
 - Function Type column – List the function type of each individual practice in the rows of this column using Figure 4.1 in the New York City Stormwater Manual. Select between the following types: Infiltration, Evapotranspiration, Reuse, Filtration, Detention.
 - No Net Increase (NNI) Requirement Column [\[MS4 Areas Only\]](#)– Input the applicable from **(Floatables, Phosphorus, Nitrogen, Pathogens)** if the SMP is needed to meet NNI requirements as applicable. If the site it **not** applicable to NNI requirements select **N/A** for this column. For NNI Best Management Practices (BMPs) for Pathogen Removal see Section 4 of this O&M Manual.

Remove instructions before submitting

Example Table:

SMP Type	DEP SMP ID.	Structure No.	Function Type	No Net Increase (NNI) Requirement
Stormwater Gallery	####			
Synthetic Turf Field	####			
Synthetic Turf Field	####			

Project Close-Out

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**

Post Construction Operation and Maintenance (O&M) Manual

Insert Project/Site Location/Name

Insert Project Site Address, City, State, Zip Code

Insert Project/Site Phone Number

Prepared for:

Insert Owner Company or Organization Name

Insert Contact Name

Insert Address, City, State, Zip Code

Insert Phone Number

Insert Fax/Email

Prepared By:

Insert Company or Organization Name

Insert Contact Name

Insert Address, City, State, Zip Code

Insert Phone Number

Insert Fax/Email

Maintenance Entity:

Insert Company or Organization Name

Insert Contact Name

Insert Address, City, State, Zip Code

Insert Phone Number

Insert Fax/Email

On-site Manual Location

(Right-of-Way and Parks SMPs Only)

Insert Company or Organization Name

Insert Contact Name

Insert Address, City, State, Zip Code

Insert Phone Number

Insert Fax/Email

Inspector:

Insert Owner Company or Organization Name

Insert Contact Name

Insert Address, City, State, Zip Code

Insert Phone Number

Insert Fax/Email

O&M Preparation Date:

Insert Date

BBL:

Insert BBL

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**

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Project Close-Out

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**

Stormwater Gallery Inspection Checklist				
Inspected by: John Doe X _____ Insert Phone Number Insert Email			Site Address: 123-45 Example St., City, NY	
Date of Inspection: 6/18/2023			Weather: Sunny 85 degrees F	
Location Description: Northeast Corner of the School Yard				
Frequency	Activity Item #	Inspection Items	Inspected? (Y/N)	Follow Up Action Needed
Monthly	1.	Erosion control measures and any flow-spreading devices (Warranty period only)		
	1a.	Observed signs of soil erosion runoff towards asset inlets?	Y	No Maintenance Required
	1b.	Has the vegetation taken hold and is healthy?	Y	No Maintenance Required
Monthly	2.	Inspection/Cleanout Ports		
	2a.	Any debris and accumulated sediment around lids?	Y	No Maintenance Required
	2b.	Lids/covers damage?	Y	No Maintenance Required
	2c.	Sediment accumulated in any filters?	Y	Remove and empty filters per Manufacturer's O&M
	2d.	Is water present in subsurface system more than three (3) days after a storm event?	Y	No Maintenance Required
	2e.	Is the observed sediment accumulation in surrounding chambers at or above 3" (80mm)?	Y	No Maintenance Required
	2f.	Is the integrity of the Chamber wall compromised (e.g., root penetration)?	Y	No Maintenance Required
Annual	3.	Isolator Rows		
	3a.	Any debris and accumulated sediment around lids?	N	Not inspected this visit, will be inspected annually in August
	3b.	Lids/covers damage?	N	Not inspected this visit, will be inspected annually in August
	3c.	What is the depth of sediment in the isolator row?	N	Not inspected this visit, will be inspected annually in August

- ONCE INSPECTION IS COMPLETED:
- 1) KEEP COMPLETED INSPECTION CHECKLIST IN O&M MANUAL
 - 2) FILL OUT INSPECTION AND MAINTENANCE TRACKER FORM

EXAMPLE FOR ILLUSTRATION PURPOSES ONLY

Project Close-Out

Close-Out Documents: O&M Manual Requirements

- ✓ List of SMPs to be maintained; (SMP ID/Type, & Function Type)
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- ✓ 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)**

NYC
Environmental
Protection

THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Environmental Compliance
59-17 Junction Blvd. 9th Floor Flushing, NY 11373

STORMWATER MAINTENANCE PERMIT

Issued: 4/25/2019 Expiration: 4/25/2024
Application ID: Request ID:

This permit is issued pursuant to chapter 19.1 of title 15 of the Rules of the City of New York.

PROJECT NAME: Box Top Caper
SITE ADDRESS: Oriental BLVD Brooklyn, Brooklyn 11235

Owner:
NYCDEP
59-17 Junction Flushing, New York 11373

Entity Responsible for the Long Term Operation and Maintenance:
NYC DEP
59-17 Junction Blvd. Flushing, New York 11373

Source: [SWPTS Presentation - How to Apply for Stormwater Construction Permits in NYC](#)

Project Close-Out

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**

Table 2.1: [SMP] Maintenance

ACTIVITY	FREQUENCY
Specify period when maintenance is required (e.g. Warranty Period, Ongoing, etc.)	
[Specify maintenance activities and necessary equipment, be as specific as possible.]	[Specify when inspection is required (e.g. Weekly, Biweekly, etc.). Include period over which inspection must be completed, along with any specifics concerning when inspection intervals should be adjusted.]
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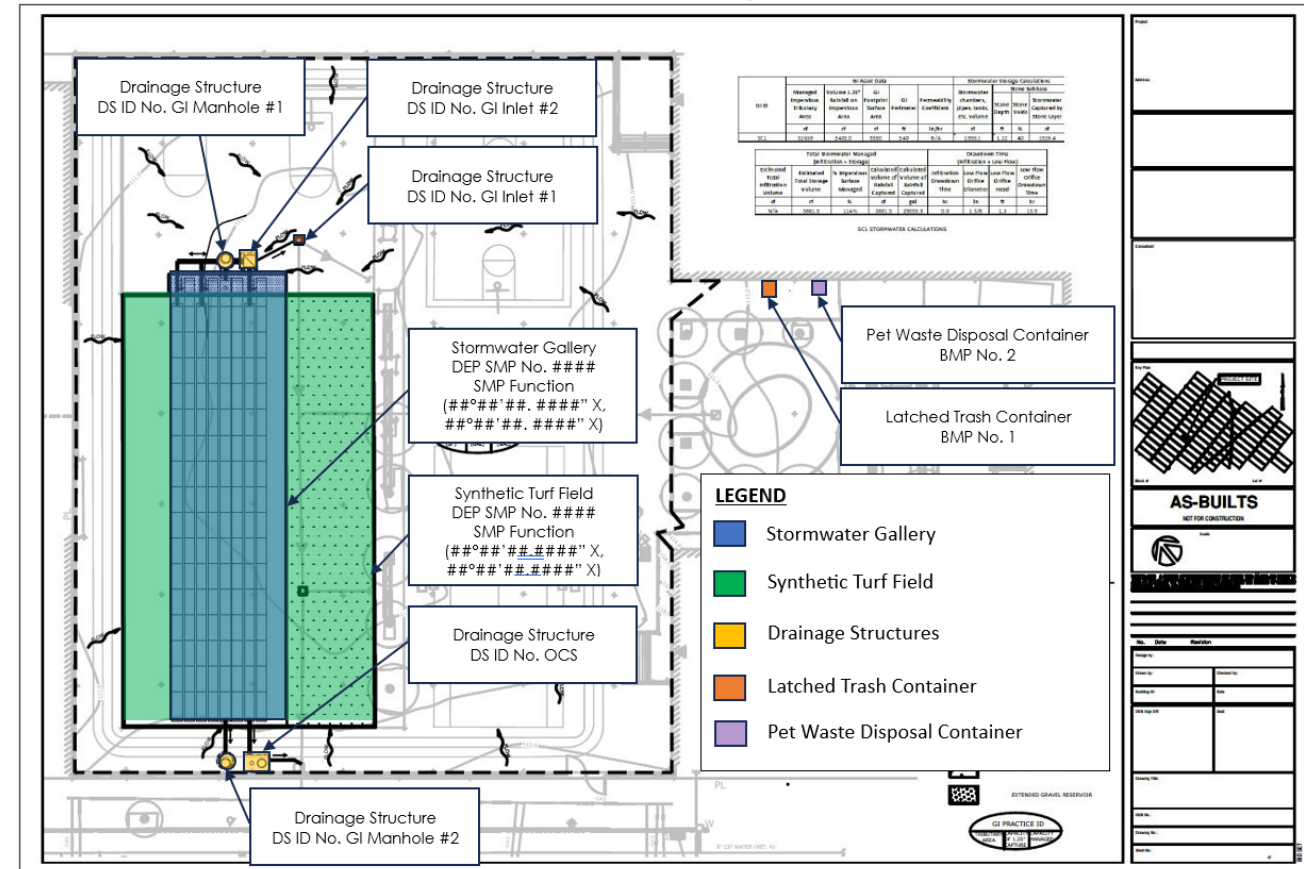
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Project Close-Out

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- ✓ Copy of MP issued by DEP, when received (after approval);
- ✓ Maintenance and Inspection Procedure
- ✓ Table of maintenance tasks & frequencies for each SMP
- ✓ **Location map with SMPs & Collection System:**
 - **Label SMP Type & Function Type**
 - **SMP Footprint**
 - **SMP Latitude & Longitude**

Note: Separate SMP ID by contributing drainage area

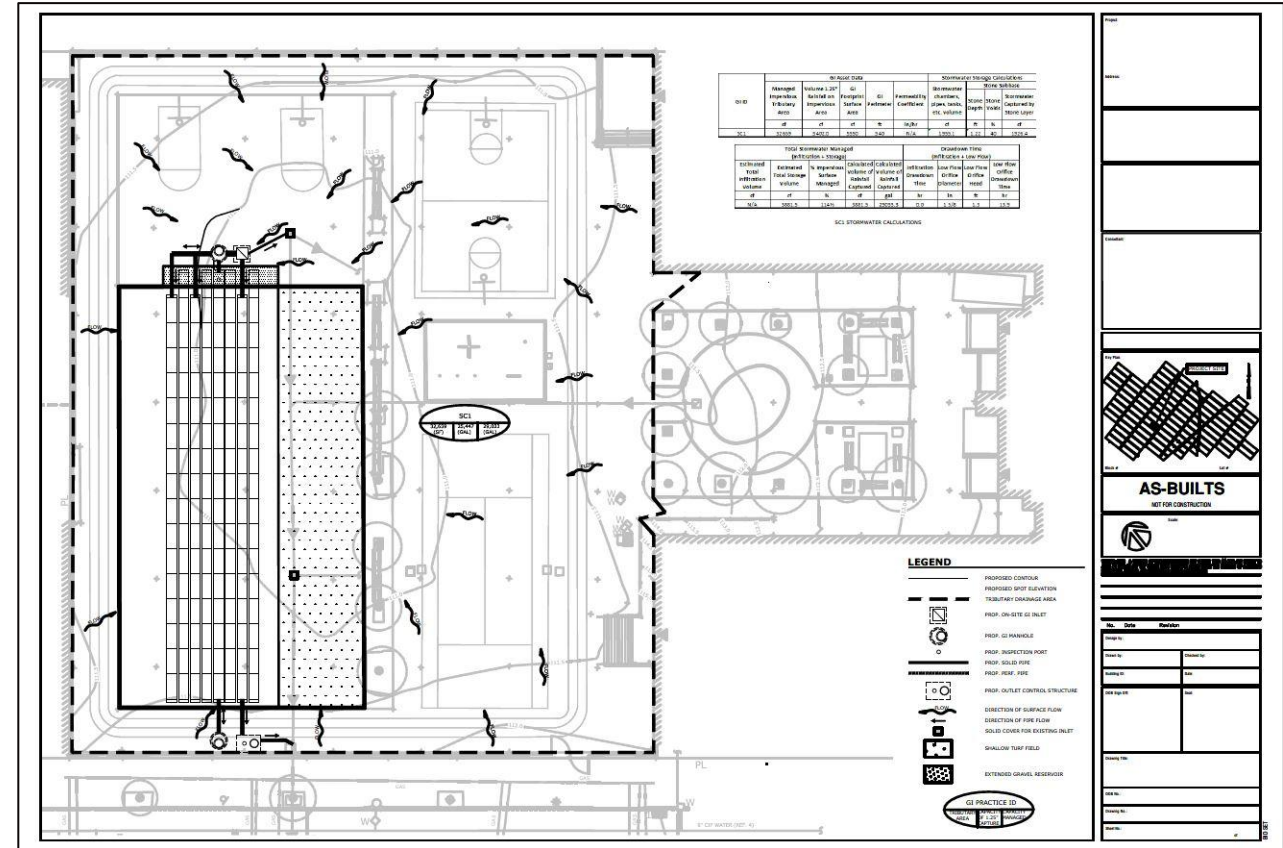


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- ✓ **As-Built Plans**
 - **As Built Drainage Utility & SMP Plan**
 - **As-Built Cover and Contributing Drainage Area Plan**

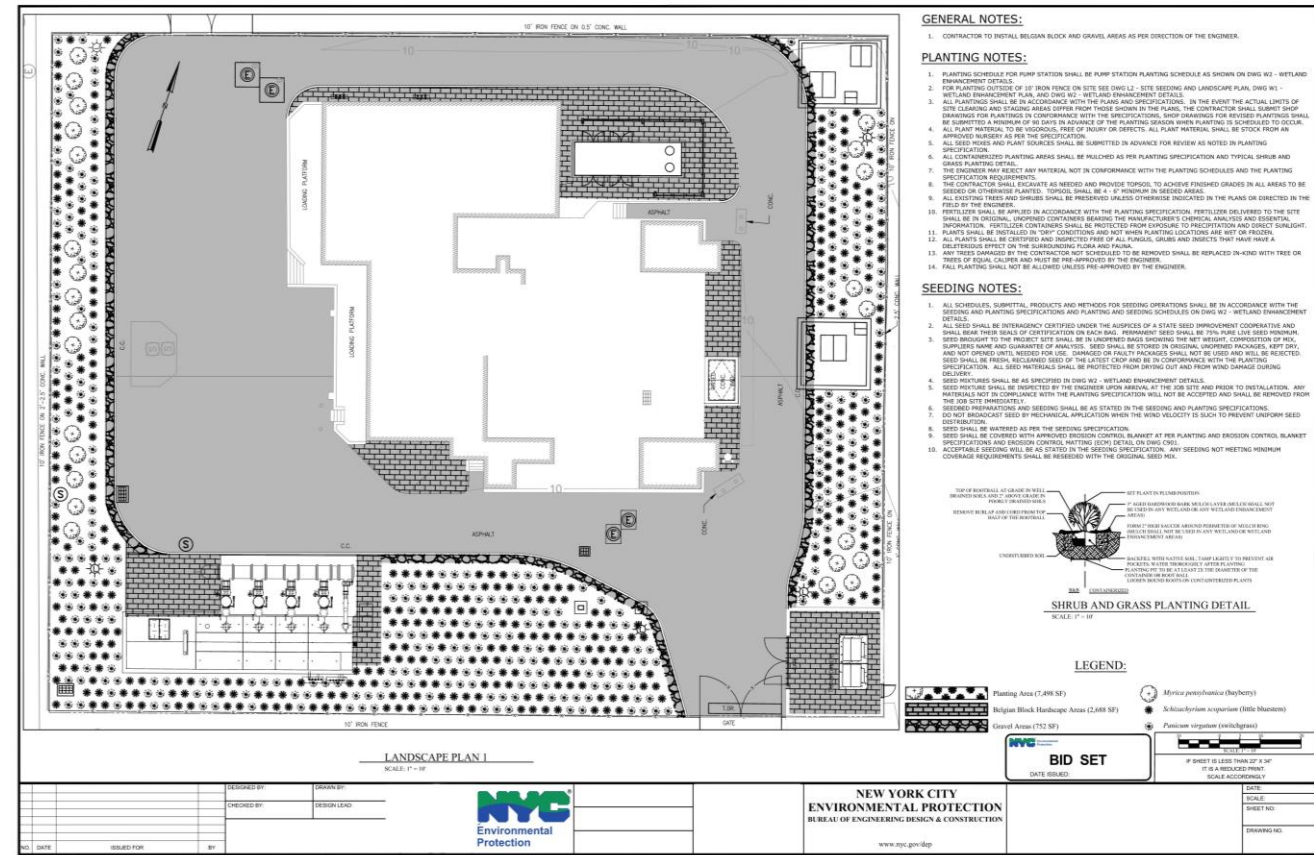
Note: As-Builts submitted with the MP should be utilized here.



Project Close-Out

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**



Project Close-Out

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. Certificate of Inspection “Sewer Connection Card”***

***When applicable**

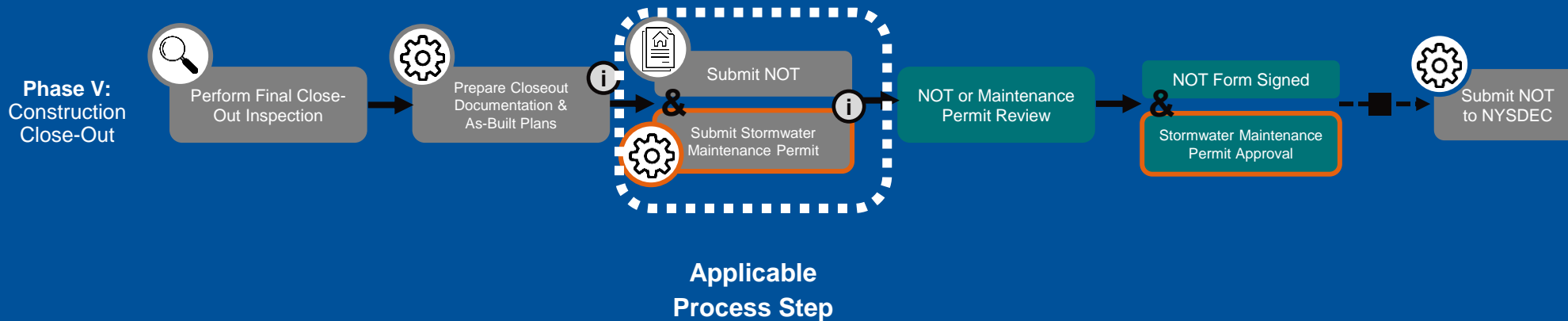
Project Close-Out

Close-Out Documents: Certificate of Inspection “Sewer Connection Card”

- ✓ “Sewer Connection Card” confirms that all site connections are constructed in accordance with the latest approved Site Connection Permit
- ✓ A copy of the “Sewer Connection Card” must be submitted when requested a MP

Project Close Out

MP & NOT Submission



Project Close Out

MP & NOT Submission

- An approved NOT or MP **must** be obtained to close out a Stormwater Construction Permit.
- The request for NOT or MP shall be completed by the **Owner/Developer** through the SWPTS Portal, where it will be acknowledged and submitted to DEP.
- For projects with SMPs, the MP request will also encompass the NOT in the SWPTS Portal.
- Signed eNOT MS4 Acceptance Form and Stormwater Maintenance Permit (as applicable) will be generated in SWPTS upon approval.

Project Close Out

MP & NOT Submission: SWPTS Portal

Step 1. Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section “Notice of Termination”. Click on the button “New NOT/Maintenance Permit Request”.

Dashboard

1

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Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

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.

Temporary Shutdown

New Temporary Shutdown Request

Request ID ↑

Application

Request ID
(Application)

Site Name

Start Date

End Date

Status

There are no records to display.

Notice of Termination

★

New NOT/Maintenance Permit Request

Request ID ↑

Application

Request ID
(Application)

Site Name

Status

Created On

There are no records to display.

Previous


Project Close Out

MP & NOT Submission: SWPTS Portal

Step 1. Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section “ Notice of Termination”. Click on the button “New NOT/Maintenance Permit Request”.


Step 2. Find your desired project/site.


New NOT/Maintenance Permit Request

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

Project Information

Please select SWPPP Application: *





Next

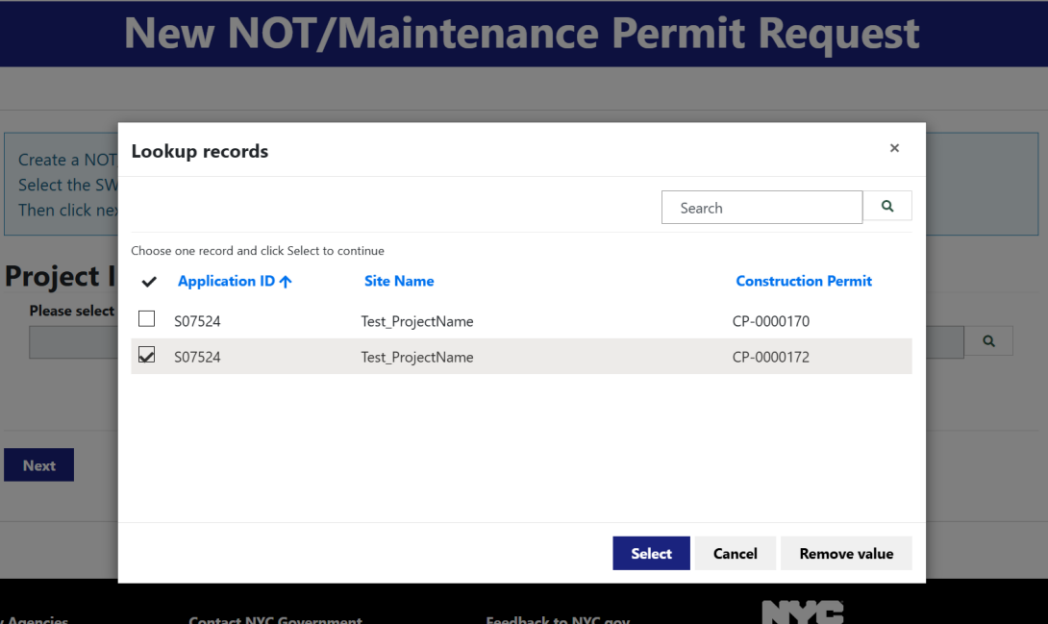
Project Close Out

MP & NOT Submission: SWPTS Portal

Step 1. Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section “ Notice of Termination”. Click on the button “New NOT/Maintenance Permit Request”.

Step 2. Find your desired project/site.

Step 3. Select your desired project/site.



Project Close Out

MP & NOT Submission: SWPTS Portal

Step 1. Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section “ Notice of Termination”. Click on the button “New NOT/Maintenance Permit Request”.

Step 2. Find your desired project/site.

Step 3. Select your desired project/site.

Step 4. Fill out the “NOT/Maintenance Permit Request”.

Request ID: MP-0000042

Project & Termination Information

Post Construction Practices

SMP Information

Stakeholders

Documents and Plans

Terms & Conditions

NOT/Maintenance Permit Request

Project Information

SWPPP Application ID: S07524 *

Project/Site Name: Test_ProjectName

House Number

Street Address: Broadway

City:

Borough:

Zip Code:

Request Type

Maintenance Permit

4.01 Post Construction Management Component Practice Required? Yes

Project Termination Reason

Please choose the reason for termination: *

Project Complete – All disturbed areas have achieved final stabilization in accordance with the general permit and SWPPP

Date Final Stabilization Completed: *

1/3/2025

Additional Information/Explanation: *

Test

496 characters left

Project Close Out

MP & NOT Submission – SWPTS Portal

Step 1. Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section “ Notice of Termination”. Click on the button “New NOT/Maintenance Permit Request”.

Step 2. Find your desired project/site.

Step 3. Select your desired project/site.

Step 4. Fill out the “NOT/Maintenance Permit Request”.

Step 5. Send for Acknowledgment.

The QI for Final Stabilization, Personnel listed as the Qualified Professional, and the Owner will receive an email requesting acknowledgment. Once acknowledged, the request will be automatically submitted to DEP.

NOT/Maintenance Permit Request

Request ID: MP-0000042

Project & Termination Information

Post Construction Practices

SMP Information

Stakeholders

Documents and Plans

Terms & Conditions

The form could not be submitted for the following reasons:

Please select at least one Method used to ensure long-term operation and maintenance

Please attach plans

Terms & Conditions

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

Yes

Send for Acknowledgement

Project Close Out

MP & NOT Submission – SWPTS Portal

Step 1. Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section “ Notice of Termination”. Click on the button “New NOT/Maintenance Permit Request”.

Step 2. Find your desired project/site.

Step 3. Select your desired project/site.

Step 4. Fill out the “NOT/Maintenance Permit Request”.

Step 5. Send for Acknowledgment. The QI for Final Stabilization, Personnel listed as the Qualified Professional, and the Owner will receive an email requesting acknowledgment. Once acknowledged, the request will be automatically submitted to DEP.

Step 6. Monitor the status by scrolling down to the “Notice of Termination” section

Dashboard

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Fill Out the Form

Acknowledgment

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Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

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.

Temporary Shutdown

New Temporary Shutdown Request

Request ID ↑	Application	Request ID (Application)	Site Name	Start Date	End Date	Status
There are no records to display.						

Notice of Termination

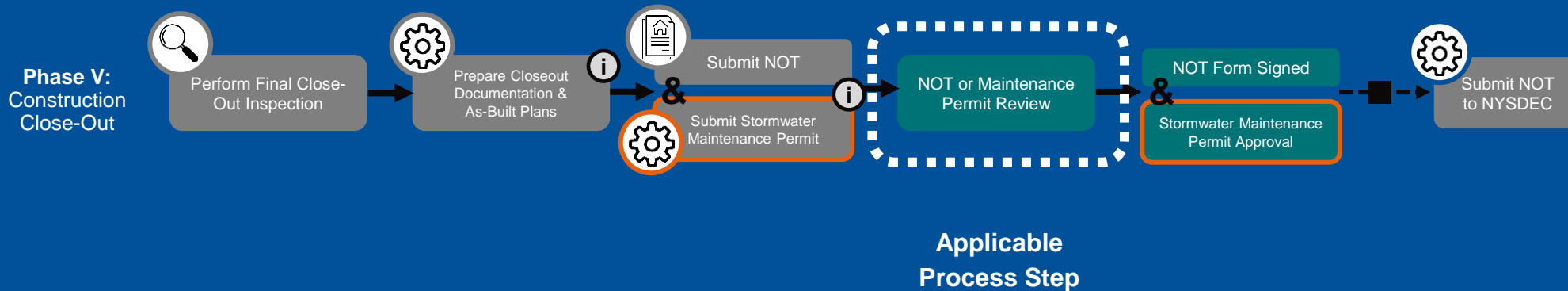
New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
MP-0000042	S07524	0000650	Test_ProjectName	Approved	1/7/2025 11:02 AM

Previous

Project Close Out

DEP Final Construction Inspection



Project Close Out

DEP Final Construction Inspection

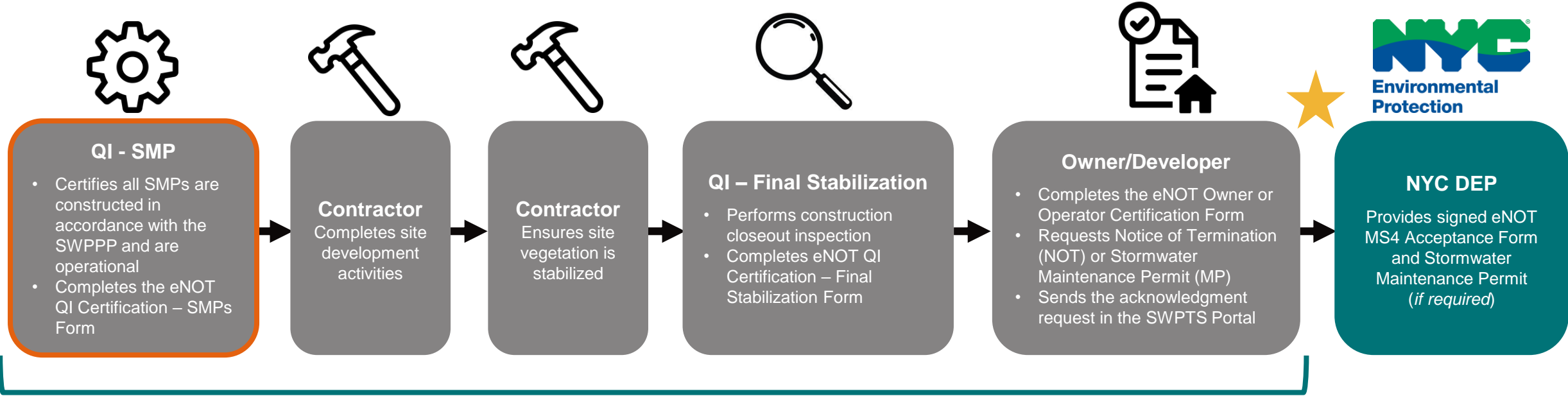
★ Regular Weekly or Twice Weekly QI Inspections must be performed until NOT/Stormwater MP is approved unless Temporary Shutdown status is granted.

Project Team
Action Item

Step Applicable for MS4 Projects

DEP Action Item

Step Applicable for SMP Projects



NYC DEP may perform an inspection at any point throughout this closeout process.

Project Close Out

DEP Final Construction Inspection: Process

Note:

* The intent of requesting this *optional* inspection at this point is to have DEP inspect the constructed SMP before the site is de-mobilized.

Initial Inspection

1. Once a Qualified Inspector for SMP Certification has certified the SMPs were constructed in accordance with the SWPPP, the Applicant may request a compliance inspection*.
2. DEP may choose to inspect the site at this point.

Project Close Out

DEP Final Construction Inspection: Process

-
- Initial Inspection**
1. Once a Qualified Inspector for SMP Certification has certified the SMPs were constructed in accordance with the SWPPP, the Applicant may request a compliance inspection.
 2. DEP may choose to inspect the site at this point.
- NOT/MP Submission**
3. Applicant requests a NOT or MP via SWPTS, with the required materials.
 4. DEP will review submitted materials.

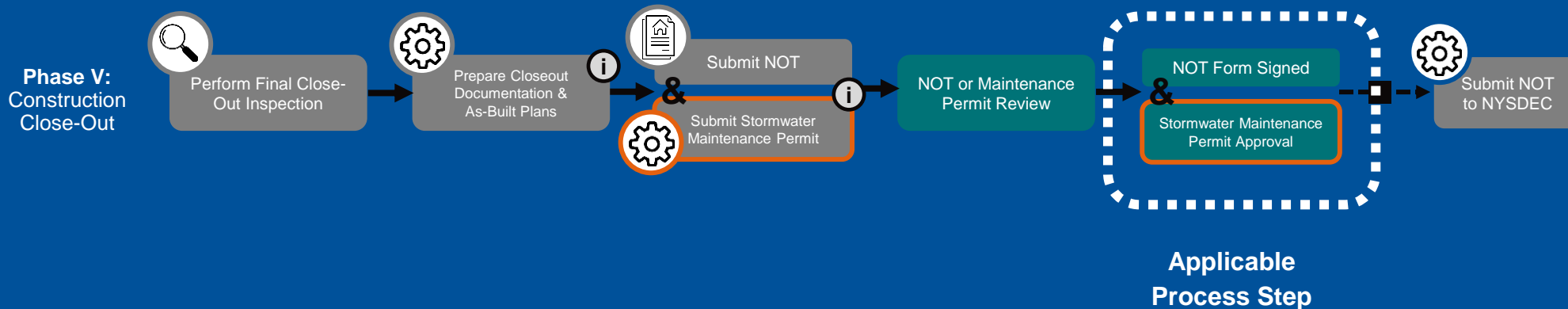
Project Close Out

DEP Final Construction Inspection: Process

-
- Initial Inspection**
 - 1. Once a Qualified Inspector for SMP Certification has certified the SMPs were constructed in accordance with the SWPPP, the Applicant may request a compliance inspection.
 - 2. DEP may choose to inspect the site at this point.
 - NOT/MP Submission**
 - 3. Applicant requests a NOT or MP via SWPTS, with the required materials.
 - 4. DEP will review submitted materials.
 - Final Inspection**
 - 5. DEP may schedule a final inspection of the site & constructed SMPs (*as applicable*), **OR** DEP may request further photo documentation of construction completion & stabilization.

Project Close Out

Step 4. MP & NOT Approval



Project Close Out

MP & NOT Approval: Status

Applicant can track review status of NOT or MP in the SWPTS Portal



Dashboard

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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.

Temporary Shutdown

New Temporary Shutdown Request

Request ID ↑	Application	Request ID (Application)	Site Name	Start Date	End Date	Status
There are no records to display.						

Notice of Termination

New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
MP-0000042	S07524	0000650		Rejected	1/7/2025 11:02 AM

Project Close Out

MP & NOT Approval: Determinations

If the request is **approved**, DEP will issue a **Stormwater Maintenance Permit** and a **Notice of Termination** (eNOT MS4 Acceptance Form).

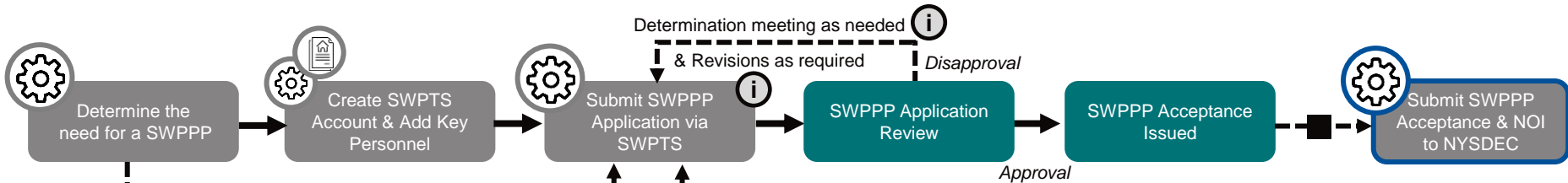
If the request is **rejected** in SWPTS, DEP will issue a **Disapproval Letter** listing requested changes. Applicant must re-submit via filing an Amendment with a cover letter clearly indicating how items have been addressed.

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

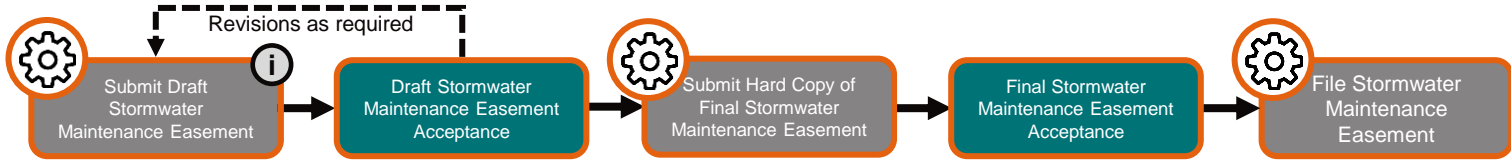
Version: March 21, 2025



Phase I:
SWPPP
Application



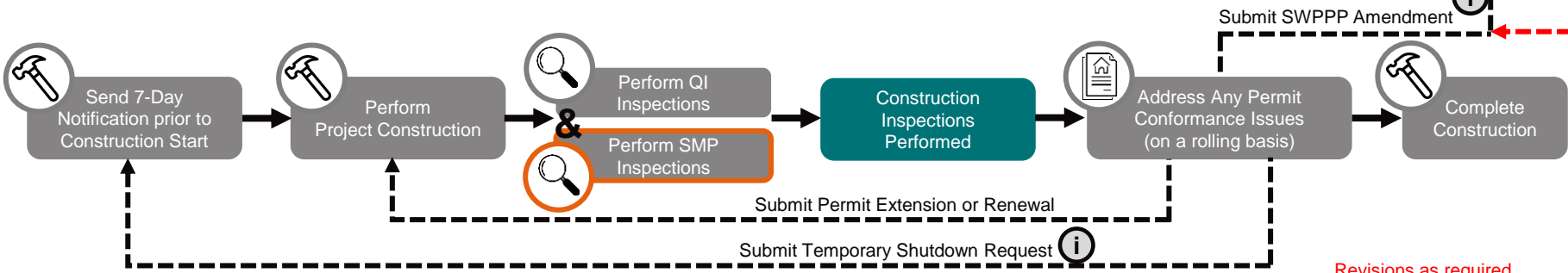
Phase II:
Stormwater
Maintenance
Easement



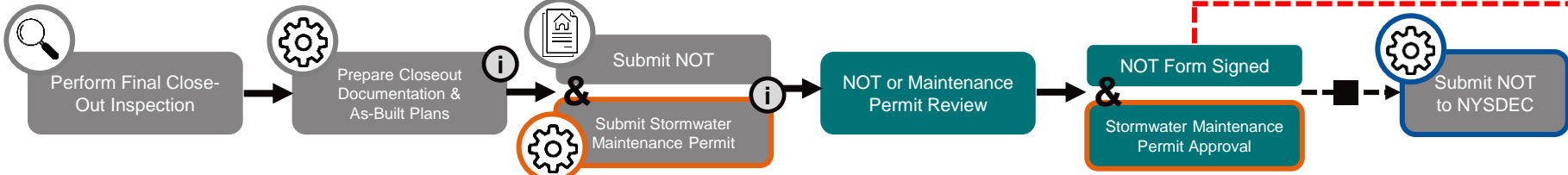
Phase III:
Pre-Construction



Phase IV:
Active
Construction



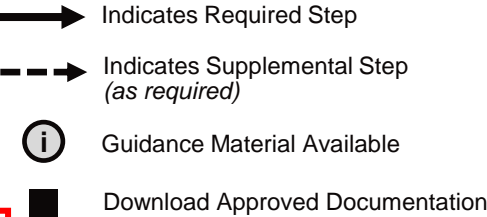
Phase V:
Construction
Close-Out



Phase VI:
Post-Construction



Legend



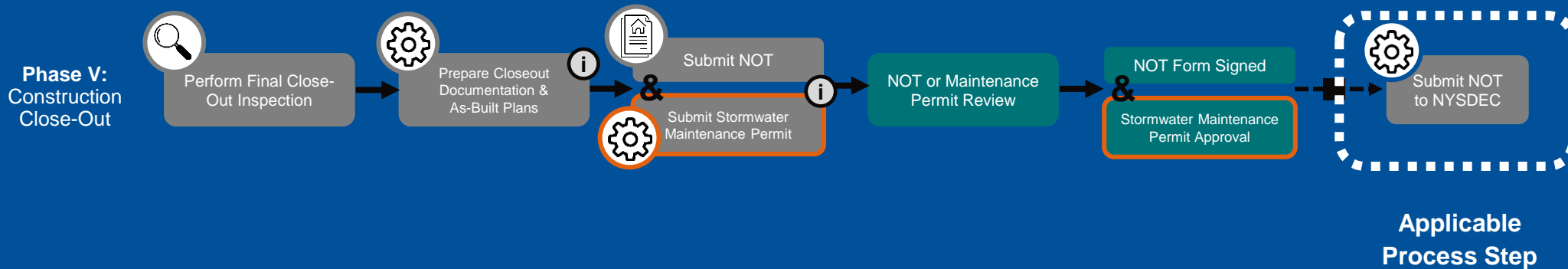
Primary Entity



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.

Project Close Out

NYSDEC NOT Submission



Project Close Out

NYSDEC NOT Submission: Process

Submission Process:

1. NYC DEP will upload a signed eNOT MS4 Acceptance Form to the SWPTS portal once a NOT or MP is approved.
2. The Applicant is responsible for submitting the signed eNOT MS4 Acceptance Form, and other applicable eNOT forms, to NYSDEC to terminate coverage under the Construction General Permit.
3. All electronic Notice of Termination (eNOT) Forms must be submitted to NYSDEC through the [DEC nForm Portal](#)*

* Users must be registered with NY.gov to use this system

Frequently Asked Questions

FAQs

Q1

What is the intent of DEP’s SMP Installation Form and is it required?

The SMP Installation Form was developed to assist the QI in compiling the necessary information during construction that will be used for the Stormwater Maintenance Permit (MP) request.

The completion of this Form is **optional**. However, if this Form is completed during construction & submitted with the Stormwater MP request, it will alleviate the need to show the subsurface SMP information on the As-Built Plans.

It is recommended to utilize the SWPPPs Appendix F.4 Templates found on the [NYC DEP Stormwater Permits](#) page.

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				

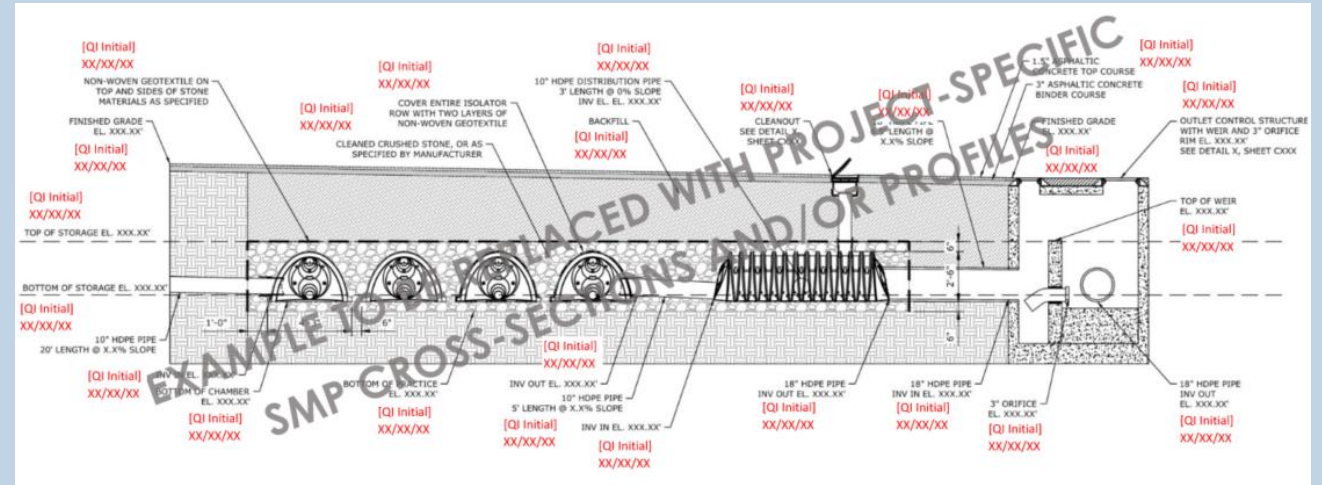
FAQs

Q2

If DEP's SMP Installation Form is completed, how is it submitted?

The SMP Installation Form may be submitted with the Stormwater MP request via the SWPTS Portal.

If the Applicant would like to request a DEP inspection of the constructed SMP, the request can be made through the [Stormwater Permit Inquiry Form](#). DEP will then request the completed SMP Installation Form before their inspection.

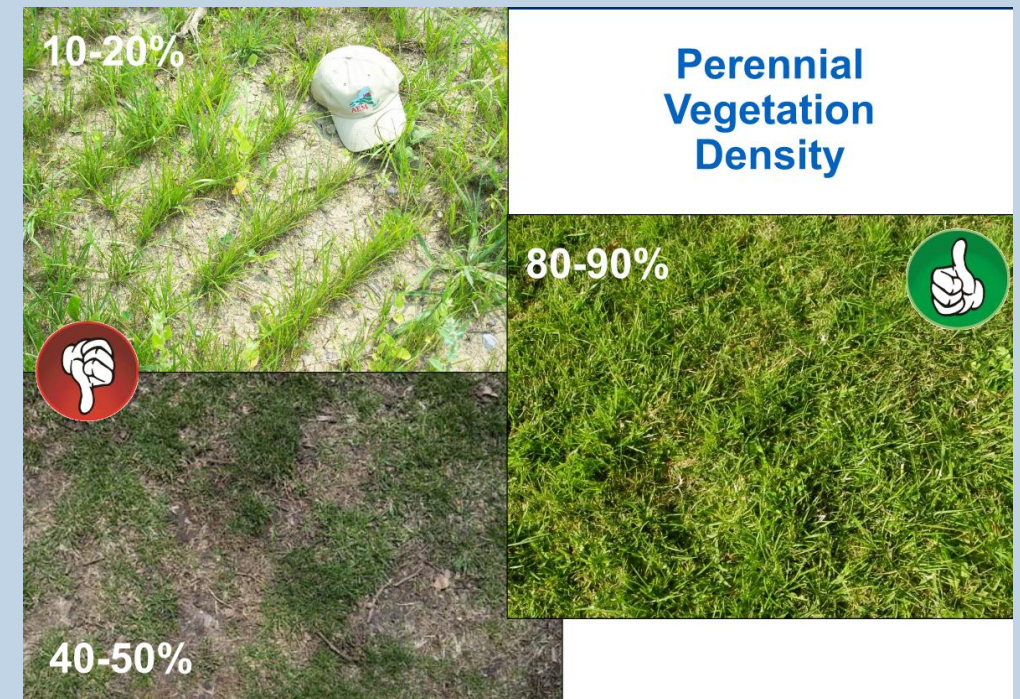


FAQs

Q3

What is considered final stabilization process?

Final stabilization is achieved when 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.



FAQs

Q4

Are there any fees associated with requesting a NOT or Stormwater Maintenance Permit?

There are no associated fees with an NOT or MP request.

However, MP renewals (required every 5 years) have a \$1,500 fee.

Stormwater Maintenance Permit Annual Certification vs. Permit Renewals		
	Annual Certification	Permit Renewal
Required	Yes; Certification submitted to DEP every year	Yes; Applicant must renew the Stormwater Maintenance Permit every 5 years
Documentation	Certification signed by the owner that the SMPs are operating as designed	Report certified by a qualified professional that all SMPs are operating as designed
Frequency of Submissions	Yearly	Required every 5 years from the date of initial issuance
Fee	\$0	\$1,500
Timeframe	Submission to DEP within 30 days prior to permit anniversary date	Submission to DEP no later than 30 days prior to permit expiration
Submission Via	SWPTS Portal	SWPTS Portal

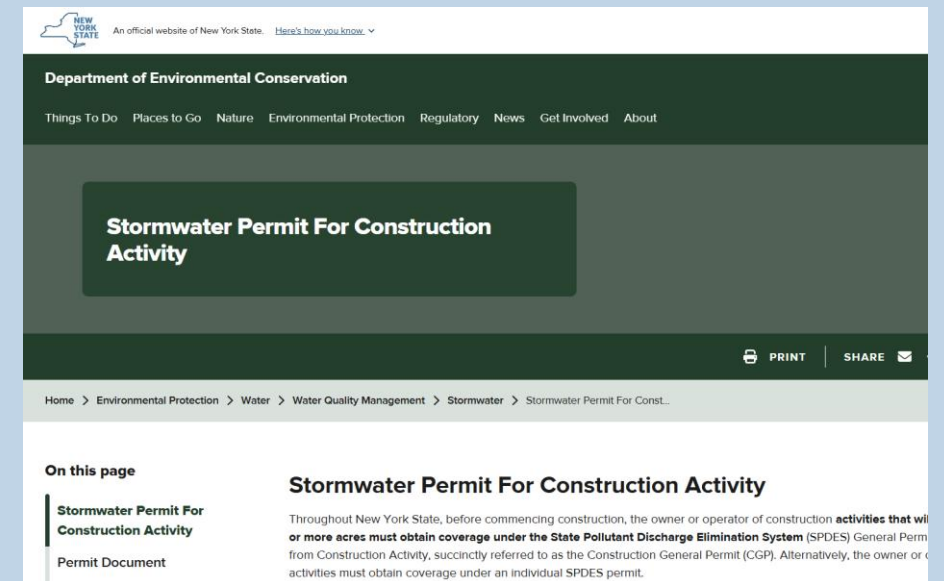
FAQs

Q5

When is it required to submit Notice of Termination (NOT) Forms to DEP?

The submission of NOT Forms to DEP is always required, with no exceptions.

Projects with coverage under NYS DEC GP-0-25-001 must then submit the project's DEP signed eNOT MS4 Acceptance Form, and other applicable eNOT Forms, to DEC.



FAQs

Q6

What documents are required when requesting an NOT vs. a Stormwater Maintenance Permit?

Documents required for both requesting an NOT or MP:

- ✓ Cover Letter
- ✓ Latest QI inspection report
- ✓ NYSDEC eNOT Forms

Additional documents required when requesting a MP:

- ❑ As-Built Plans
- ❑ Operations & Maintenance Manual
- ❑ Certificate of Inspection “Sewer Connection Card”

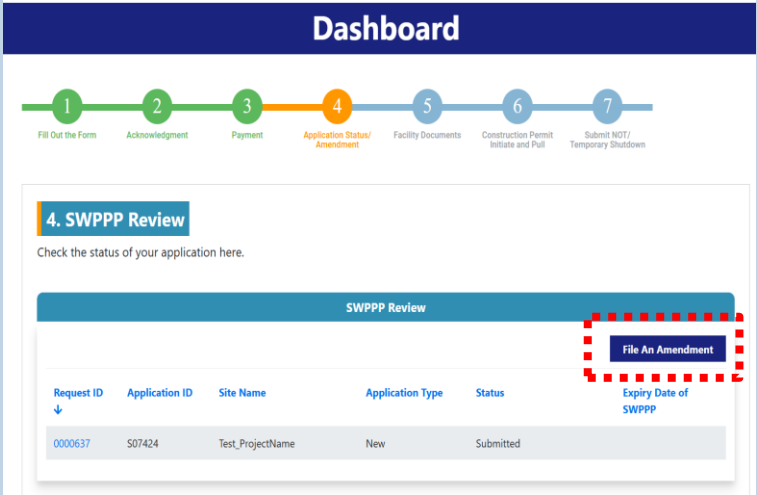
		Plan must include: ✓ Site surface features
The following Project Close-Out Materials Checklist must be reviewed prior to requesting a Notice of Termination (NOT) or Stormwater Maintenance Permit (MP):		
Required Material	Submission Type	Guidance
<input type="checkbox"/> Cover Letter	NOT & MP <i>(always applicable)</i>	Refer to the Project Close-Out Cover Letter template above.
<input type="checkbox"/> NYS DEC Notice of Termination Forms	NOT & MP <i>(always applicable)</i>	<p>When requesting a Notice of Termination from NYC DEP, complete and submit the following forms:</p> <ul style="list-style-type: none">✓ eNOT Owner-Operator Certification✓ eNOT Qualified Inspector Certification Final Stabilization <p>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:</p> <ul style="list-style-type: none">✓ eNOT Qualified Inspector Certification SMPs <p>DEP will issue a completed eNOT MS4 Acceptance form once the NOT or MP request is approved.</p> <p>Applicable projects must submit the completed forms to NYS DEC after NYC DEP approval.</p>
<input type="checkbox"/> Most Recent Qualified Inspector (QI) Report <ul style="list-style-type: none">• Demonstrating Final Stabilization	NOT & MP <i>(always applicable)</i>	<p>Report must confirm:</p> <ul style="list-style-type: none">✓ 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
<input type="checkbox"/> As-Built Cover & Contributing Drainage Area Plan <ul style="list-style-type: none">• 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>	<p>Plan must include:</p> <ul style="list-style-type: none">✓ 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:<ul style="list-style-type: none">– 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

FAQs

Q7

What are the next steps if a Stormwater Maintenance Permit (MP) request is rejected?

- If a MP request is rejected, the applicant must:
- 1. Address requested items
 - 2. File an Amendment in SWPTS
 - 3. Complete the Permit Initiation in SWPTS
 - 4. Complete the Construction Permit Pulling Request in SWPTS
 - 5. Re-Submit a request for a MP on the most recently pulled Stormwater Construction Permit in SWPTS



Q&A