## Amendment Cover Letter Template

Instructions :

* Amendment Cover Letters should be prepared by a project stakeholder. This letter **must** include the SWPTS Project Name, Address, and Application ID.
* Identify the type of Amendment request; Major or Minor.
* Complete the SWPPP Amendment Summary Table:
	+ “Issue” must identify the reason for design change.
	+ “Applicant Response” must explain how the issue was addressed in design.
	+ “Location of Revision in Attached Updated Materials” must note where design changes have been made in the revised documentation.
* Attach Amendment Cover Letter to amendment request submission in the SWPTS Portal.

To NYC DEP Stormwater Permitting,

[Click or tap here to enter text.] is requesting a [Click or tap here to enter text.] Amendment to the SWPPP in accordance with RCNY §19.1-03.3. This project is located at [Click or tap here to enter text.]. The Applicant acknowledges that Major Amendments require a processing fee that is proportional to the acres of disturbance on site.

The following SWPPP Amendment Summary Table outlines the reason for the design change and how/where it is addressed in the updated materials:

|  |  |  |
| --- | --- | --- |
| **Issue** | **Applicant Response** | **Location of Revision in Attached Updated Materials** |
| [Click or tap here to enter text.] | [Click or tap here to enter text.] | Document: [Click or tap here to enter text.]Page: [Click or tap here to enter text.] |
| [Click or tap here to enter text.] | [Click or tap here to enter text.] | Document: [Click or tap here to enter text.]Page: [Click or tap here to enter text.] |
| [Click or tap here to enter text.] | [Click or tap here to enter text.] | Document: [Click or tap here to enter text.]Page: [Click or tap here to enter text.] |
| [Click or tap here to enter text.] | [Click or tap here to enter text.] | Document: [Click or tap here to enter text.]Page: [Click or tap here to enter text.] |

*[Add rows as needed.]*

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.