## Determination Meeting Request Template

Instructions :

* Prepare the required Determination Meeting documentation listed below.
* Draft an email using the template below. Subject line **must** be “SWPPP Application Determination Meeting Request (SWPTS Project Name, Address, SWPTS Application ID).”
* Attach required documentation and email to [StormwaterPermits@dep.nyc.gov](mailto:StormwaterPermits@dep.nyc.gov).

The following documents must be submitted to DEP when scheduling a Determination Meeting for Stormwater Pollution Prevention Plan (SWPPP) Applications:

|  |  |
| --- | --- |
| **Documentation** | **Format** |
| Cover Letter   * Complete written description of the project, all proposed activities, and points of discussion or clarification based on Disapproval Letter | PDF |
| Revised Site Design (DRAFT)   * Revisions per Disapproval Letter comments | PDF |
| Revised SMP Calculations (DRAFT)   * Revisions per Disapproval Letter comments | PDF |
| Omitted SWPPP Content   * Information DEP identified as missing in the Disapproval Letter | PDF |

Determination Meeting Request Email Template:

**Subject**: SWPPP Determination Meeting Request (Click or tap here to enter text.)

To Whom it May Concern,

I would like to request a Determination Meeting with DEP to review [Click or tap here to enter text.] located at [Click or tap here to enter text.]. Based on review comments provided in the Application’s Disapproval Letter, I would like to discuss points:

* [Click or tap here to enter text.]
* [Click or tap here to enter text.]
* [Click or tap here to enter text.]

I have attached the following documents for discussion during the meeting:

* Project Cover Letter
* [Click or tap here to enter text.]
* [Click or tap here to enter text.]
* [Click or tap here to enter text.]

I have availability to meet with DEP during the following three (3) time blocks:

1. Click or tap to enter a date. from Click or tap here to enter text. AM – Click or tap here to enter text. PM
2. Click or tap to enter a date. from Click or tap here to enter text. AM – Click or tap here to enter text. PM
3. Click or tap to enter a date. from Click or tap here to enter text. AM – Click or tap here to enter text. PM

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.