

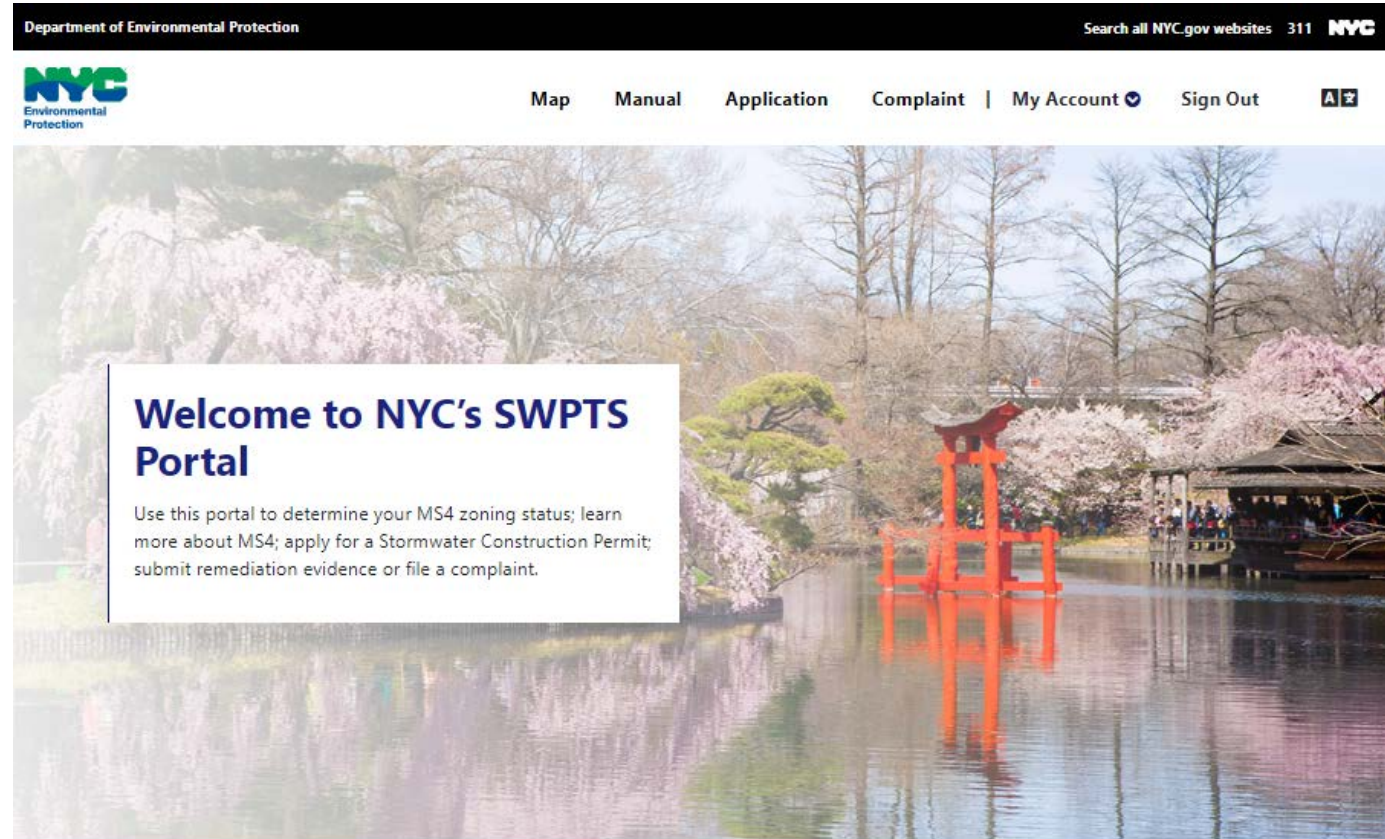


Stormwater Permitting and Tracking System

How to Apply for Stormwater Construction Permits in NYC

Agenda

- Introduction to the MS4 Construction Permit
- SWPTS Portal
 - Registration
 - Application
 - Review
 - Approval
 - Documents
- Questions



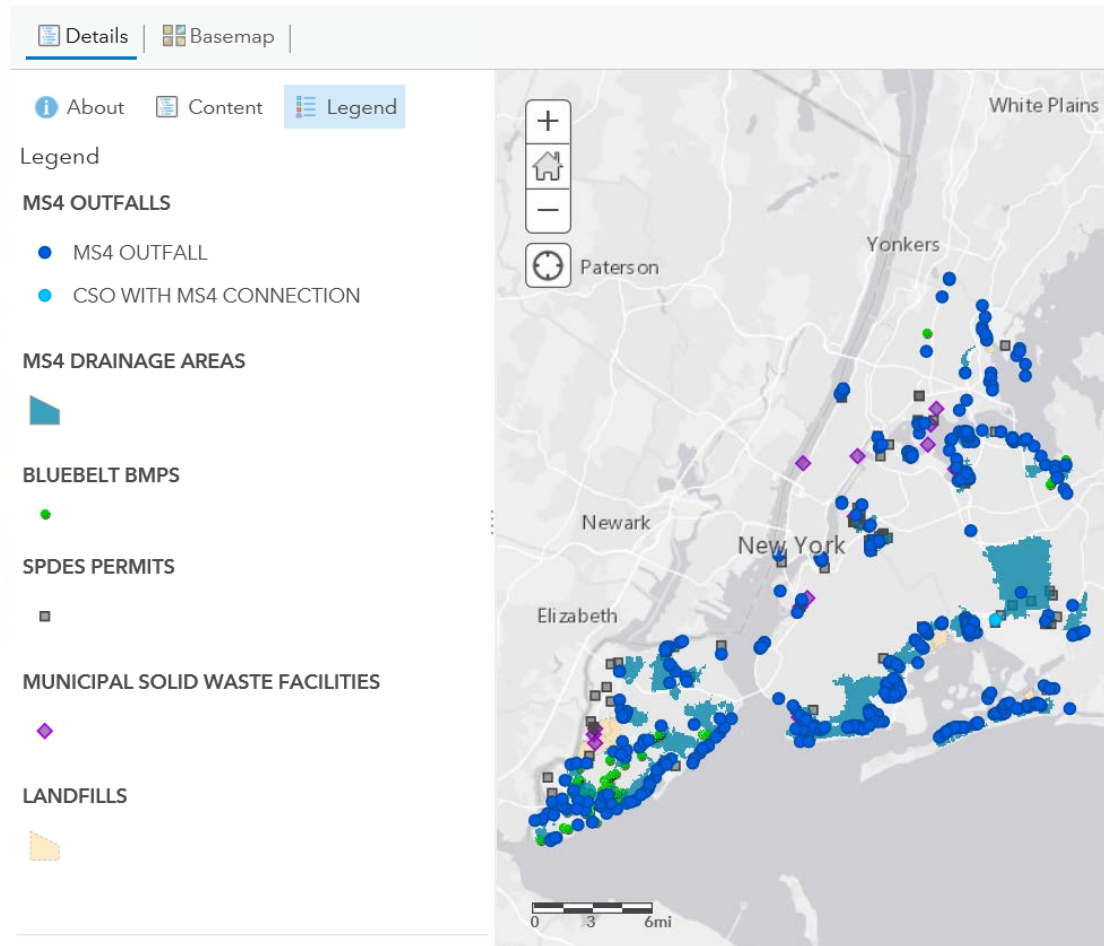
MS4 Construction Permitting Program

- Stormwater Management Plan Approval
- Construction/Post-Construction Program
 - DEC's NOI
 - DEP's Stormwater Construction Permit
 - DEP's Stormwater Maintenance Permit
- ***Effective Date June 1st, 2019***



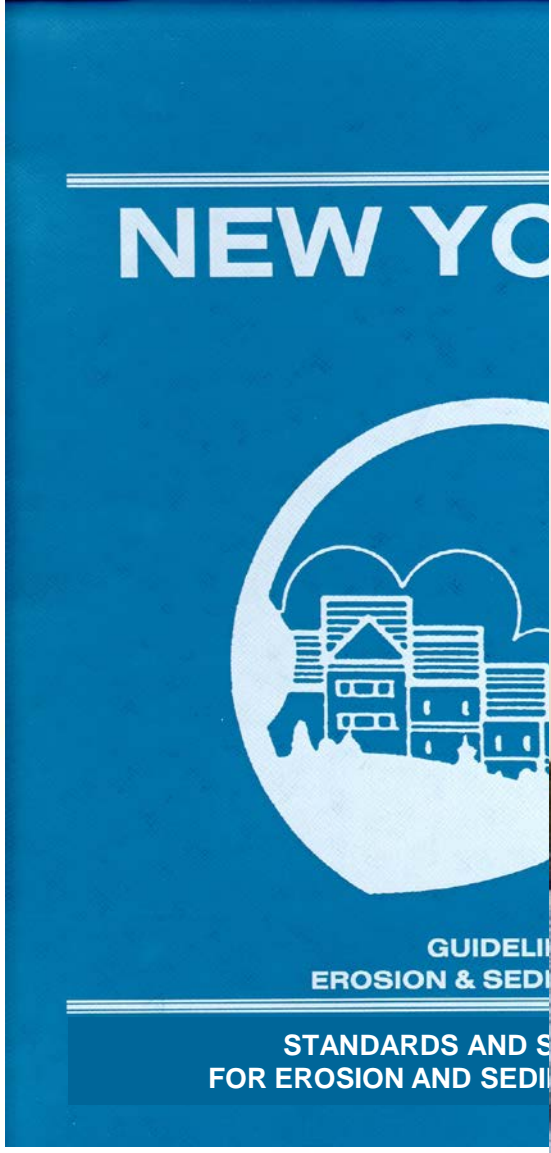
MS4 Preliminary Map

Home ▾ MS4 Preliminary Map



- Is the project in the MS4 area?
- Check the Map
- Submit a records request with DEPs Bureau of Water and Sewer Operations
- Rule of thumb – if the site needs a separate site connection for stormwater, it's MS4.

References



New York City STORMWATER DESIGN MANUAL



New York State

**Stormwater
Management
Design Manual**

January 2015

Originally Prepared by:
Center for Watershed Protection
8391 Main Street
Ellicott City, MD 21043

Updated by:
New York State
Department of Environmental Conservation
625 Broadway
Albany, NY 12233



Andrew Cuomo, Governor Joseph Martens, Commissioner

Create the SWPPP

Stormwater Pollution Prevention Plan (SWPPP)
INSERT PROJECT NAME

Stormwater Pollution Prevention Plan (SWPPP)

Prepared for Construction Activities At:
Insert Project/Site Location/Name
Insert Project Site Address, City, State, Zip Code
Insert Project/Site Phone Number

SWPPP Prepared For:
Insert Owner Company or Organization Name
Insert Contact Name
Insert Address, City, State, Zip Code
Insert Phone Number
Insert Fax/Email

SWPPP Prepared By:
Insert Company or Organization Name
Insert Name
Insert Address, City, State, Zip Code
Insert Phone Number
Insert Fax/Email

SWPPP Preparation Date:
Insert Date

Estimated Project Start and End Dates:
Insert Start Date — Insert Completion Date

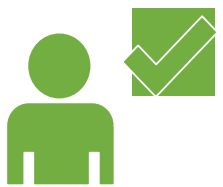
- Use the SWPPP Template
- Check the NYC Stormwater Design Manual for the No-Net-Increase (NNI) requirements
- Make sure the SWPPP is complete and stored in a digital format.
- Have all the Notice of Intent information prepared

Public



Certified Professional

SWPPP Online Application



Owner Acknowledgment



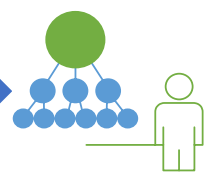
Pay Application Fee



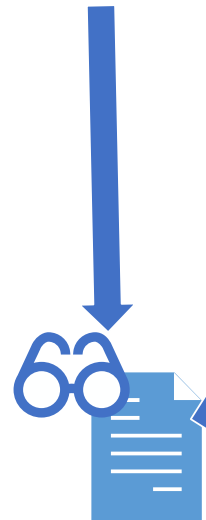
DEP



Application Received



Supervisor Assigns Reviewer



Reviewer Makes Recommendation



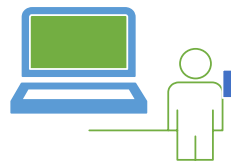
Supervisor Reviews Recommendation



Disapprove



Approve



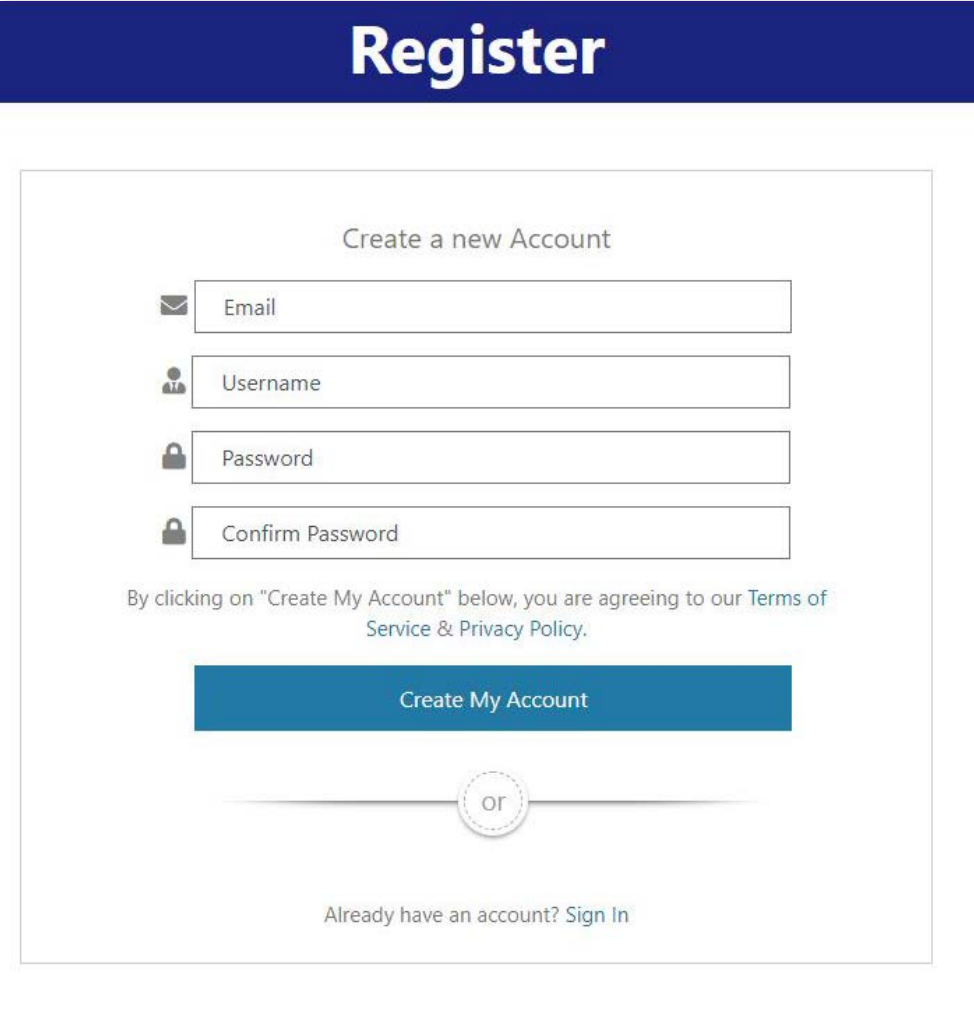
Contractor Pulls Permit



Permit

SWPTS - Registration

- All users must be registered
- Types of User Roles
 - Applicant
 - SWPPP Preparer
 - Owner
 - Developer
 - Contractor
 - Qualified Inspector
 - Qualified Professional



The screenshot shows a registration form with a dark blue header containing the word "Register" in white. Below the header, the text "Create a new Account" is centered. The form contains four input fields, each with an icon to its left: an envelope icon for "Email", a person icon for "Username", a padlock icon for "Password", and another padlock icon for "Confirm Password". Below these fields is a line of text: "By clicking on 'Create My Account' below, you are agreeing to our Terms of Service & Privacy Policy." Underneath this text is a prominent blue button with the text "Create My Account" in white. Below the button is a horizontal line with a circular icon containing the word "or" in the center. At the bottom of the form area, there is a link that says "Already have an account? Sign In".

Application

- Create New Application
 - Enter all NOI data
 - Enter additional data
 - No-Net- Increase Requirements
- Upload the complete SWPPP
 - Drawings
 - Supporting Calculations
 - Supporting documentation
- Stakeholder Acknowledgement
- Payment

Department of Environmental Protection Search all NYC.gov websites 311 NYC

Home My Applications My Account Sign Out

Create a New Stormwater Construction Permit Application

Request ID: —

Project Location

- Project Information
- Erosion Sediment Control Criteria
- Post Construction Criteria
- Table 1 - Site Planning Practices
- Table 2 - RRv - Area Reduction Techniques
- Table 3 - RRv - Volume Reduction Techniques
- Table 4 - RRv - Standard SMPs with RRv Capacity
- Table 5 - Standard SMPs
- Table 6 - Alternative SMPs
- Post Construction Summary
- Channel Protection & Flood Control
- Other Permits
- Stakeholders
- Stakeholders' Information
- Notes & Attachments
- Terms & Conditions

Construction Project Address, Coordinates and NYC Borough-Block-Lot

1.01 Identify the project location and verify if it's in an MS4 region of NYC

Project/Site Name *

Is your project located on a tax lot (Does your projects site have a BBL)? *

House No. * Street (Not P.O. Box) *

Borough * City *

Zip Code * State *

Side of Street * NYC BIN Number

Name of the Nearest Cross Street * Distance to the Nearest Cross Street (feet) *

Project in relation to Cross Street * Within MS4? *

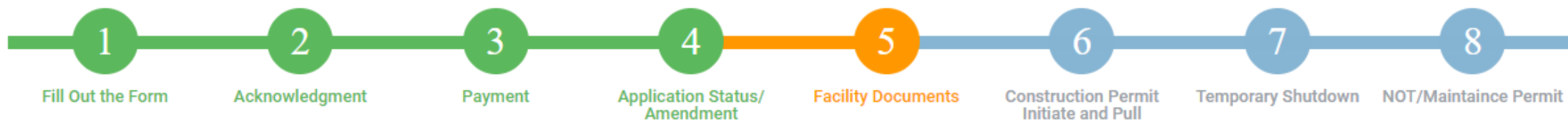
Latitude * Longitude *

1.02 Identify Borough-Block-Lot and associated NYC zoning.
Please make sure your BBL is 10 digits, where 1st digit is Borough code (MN=1, BX=2, BK=3, QN=4, SI=5), next 5 digits represent block #, and last 4 digits represent Lot #

BBL (#1)	NYC Zoning (#1)
BBL (#2)	NYC Zoning (#2)
BBL (#3)	NYC Zoning (#3)
BBL (#4)	NYC Zoning (#4)
BBL (#5)	NYC Zoning (#5)

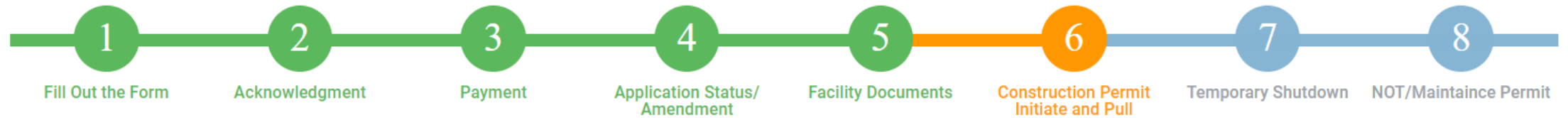
Please enter additional Borough-Block-Lot and associated NYC zoning separated by comma ",".

Application Review



- Approved Plans will receive a MS4 SWPPP Acceptance Form.
- Disapproved plans will receive a letter.

Construction Permit – Permit Initiation



- Construction Start Date
- SPDES Number
- Qualified Inspector
- Contractor
- Maintenance Easement Documentation

Permit Initiation

- Use this page to create a Permit Initiation Request after your project has received an MS4 Acceptance Letter from DEP.
- When the Contractor acknowledges this request, it will be automatically sent to DEP for review.
- When the request is approved by DEP, you will receive an email and can proceed to request a Construction Permit.

Request ID: PI-0000195

Permit Initiation Status: Approved

Contractor Acknowledgement Status: Acknowledged

Project/Site Name: Universal Studios

SWPPP Application ID: S414119

Is Maintenance Easement Required? No

1. Construction Start Date: *

8/15/2019

2. SPDES General Permit Identification #: *

98748769

3. Is the Qualified Inspector? *

- 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



NYC Resources

NYC311

Office of the Mayor

Events

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Property Deeds and Other Documents



Share



Print

The Offices of the City Register maintain the New York City public records for the Bronx, Brooklyn, Manhattan, and Queens. These records include Real and Personal Property transfers, interest, and ownership information.

Records dated after 1966 can be recorded and corrected through the Automated City Register Information System (ACRIS) online or at ACRIS terminals in City Register Offices. Records dated before 1966 can only be accessed in the City Register's Office in the borough where the property is located.

The Richmond County Clerk maintains all property records for Staten Island. These records are open for inspection and must be recorded and corrected through the office of the Richmond County Clerk.

[View records online through ACRIS. ▶](#)

[Find City Register Office locations at Department of Finance Business Centers. ▶](#)

[Get information about the Richmond County Clerk's Office. ▶](#)

[Get more information about property records. ▶](#)

Construction Permit – Permit Pulling



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

Vincent Sapienza, P.E.
Commissioner

Michael Gilsean
Assistant Commissioner
Environmental Compliance

STORMWATER CONSTRUCTION PERMIT

PROJECT NAME: BOX TOP CAPER

SITE ADDRESS: 2001 Oriental BLVd Brooklyn Brooklyn New York 11235


Developer : Boris Badanov
NYCDEP
59-17 Junction
Flushing, New York 11373

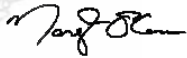
Contractor : Boris Badanov
NYCDEP
59-17 Junction
Flushing, New York 11373

Issued: 4/25/2019
Expiration: 4/25/2021
Application ID: S311619
Request ID: CP-0000116

The holder of this permit must comply with the Rules of the City of New York, Title 15, Section 19.1-03.3. Failure to comply with the permit conditions may result in penalties. Discharges of soil or other objectionable materials to the roads, drains or waterways is a violation of this permit and should be reported via 311. Temporary shutdown of the construction site must be reported to the Department at least 7- days prior.

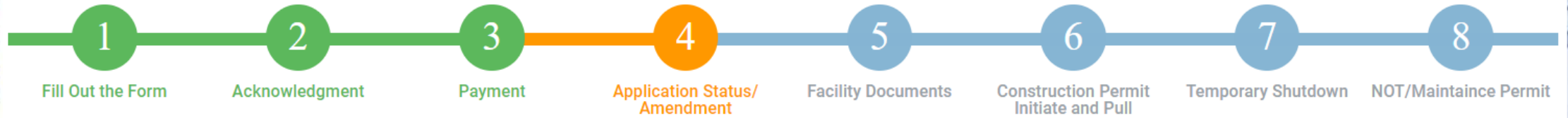
*DISPLAY PERMIT ON CONSTRUCTION SITE




Margaret O'Connor, P.E.
Director of MS4 Construction Permitting

- Contractor must provide:
 - DOB Registration
 - Expiry of Insurance
 - Construction Start Date
 - NYSDEC GP Number
 - Trained Contractor
 - Trained contractor Certificate Number
 - Copy of DEC Wallet Card

Amendments



- Major Amendments
 - Overall Plan Change
 - Area to be disturbed
 - Volume of runoff
- Minor Amendments
 - Name of Development
 - Small plan changes



Home My Applications ▾ My Account ▾ Sign Out

SWPTS Amendment -Content

Amendment Instructions: You can make amendments to new or approved applications. There can only be one active amendment at a time. Minor amendments do not incur processing fees but major amendments require a processing fee.

A major amendment includes changes to:

- Structural stormwater management practices.
- Stormwater modeling or modeling methodology.

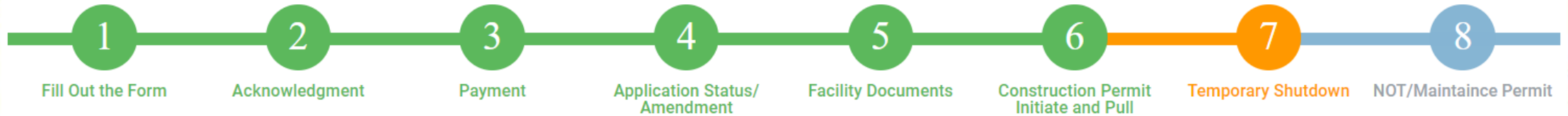
Select an application to be amended from the list below by clicking *

Note: There can only be one active amendment at a time.

Do you need to make changes to any of the items below:*

- Acreage to be disturbed
- Stormwater management plan
- Area Reduction Techniques
- Volume Reduction Techniques
- Stormwater Management Practices
- None of the above (This will trigger a minor amendment)

Temporary Shutdown



New Temporary Shutdown Request

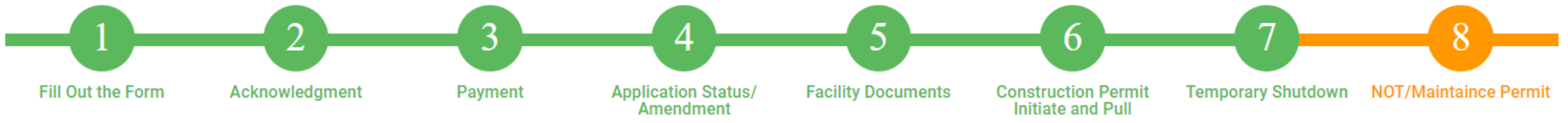
Create a Temporary Shutdown Request for a project with an active construction permit.
Select the SWPPP Application by using the **Q**
Then click next to continue.

Project Information

Please select SWPPP Application: *

- Short discontinuation of a project
- Acknowledgement by
 - Developer
 - Qualified Inspector

Maintenance Permit & Notice of Termination



THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Environmental Compliance
59-17 Junction Blvd. 9th Floor Flushing, NY 11373
ms4construction@dep.nyc.gov

Vincent Sapienza, P.E.
Commissioner

Michael Gilsean
Assistant Commissioner
Environmental Compliance

STORMWATER MAINTENANCE PERMIT


Issued: 4/25/2019 Expiration: 4/25/2024
Application ID: S311619 Request ID: MP-0000019

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: Boris Badanov
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


Margaret O'Connor, PE
Director of MS4 Construction Permitting

- NYS DEC Notice of Termination
 - Requires MS4 Signature
- NYC DEP Maintenance Permit
 - Long term Operation and maintenance
 - 5-year renewal requirement

Additional Information

- [Web Site](#)
 - SWPTS Portal & User Manual
 - NYC Stormwater Design Manual
 - SWPPP Template
 - NNI Calculator
 - MS4 Map
- [Portal](#)
 - SWPTS System
 - NYC Stormwater Design Manual
 - MS4 Map

Questions

Additional Information or Questions

MS4Construction@DEP.NYC.GOV

<https://www1.nyc.gov/site/dep/water/construction-post-construction-program-ms4.page>

