## Pre-Application Meeting Request Template

Instructions :

* Prepare the required Pre-Application Meeting documentation listed in the SWPPP Submission Checklist attached.
* Draft an email using the template below. Subject line **must** be “SWPPP Pre-Application Meeting Request (Project Name, Address).”
* Attach required documentation and send Pre-Application Meeting Request email to StormwaterPermits@dep.nyc.gov.

Pre-Application Meeting Request Email Template:

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

To Whom it May Concern,

I would like to request a Pre-Application Meeting with DEP to review the scope of my project located at [Click or tap here to enter text.], in anticipation of a SWPTS application submission through NYC DEP’s online portal. My project discharges to a [Click or tap here to enter text.] sewer area. I am requesting a Pre-Application Meeting to [Click or tap here to enter text.]. I have attached the following documents for discussion during the meeting:

* [Click or tap here to enter text.]
* [Click or tap here to enter text.]
* [Click or tap here to enter text.]
* [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. – Click or tap here to enter text.
2. Click or tap to enter a date. from Click or tap here to enter text. – Click or tap here to enter text.
3. Click or tap to enter a date. from 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.