**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.]
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* [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.

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** |
| Cover Letter | **NOT & MP**  *(always applicable)* | Refer to the Project Close-Out Cover Letter template above. |
| NYS DEC Notice of Termination Forms | **NOT & MP**  *(always applicable)* | When requesting a Notice of Termination from NYC DEP, complete and submit the following forms:   * [eNOT Owner-Operator Certification](https://dec.ny.gov/sites/default/files/2025-01/enot_owneroperatorcert.pdf) * [eNOT Qualified Inspector Certification Final Stabilization](https://dec.ny.gov/sites/default/files/2025-01/enot_qualinspectorcertform.pdf)   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:   * [eNOT Qualified Inspector Certification SMPs](https://dec.ny.gov/sites/default/files/2025-01/enot_qualinspectorcert_smps.pdf)   DEP will issue a completed [eNOT MS4 Acceptance](https://dec.ny.gov/sites/default/files/2025-01/enotms4acceptanceform.pdf) form once the NOT or MP request is approved.  Applicable projects must submit the completed forms to NYS DEC after NYC DEP approval. |
| Most Recent Qualified Inspector (QI) Report   * Demonstrating Final Stabilization | **NOT & MP**  *(always applicable)* | Report must confirm:   * 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 |
| As-Built Cover & Contributing Drainage Area Plan   * Must be in a scale no less than 1" to 50' * Must be signed and sealed by a Qualified Professional | **MP only**  *(always applicable)* | Plan must include:   * 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:   + 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 |
| As-Built Drainage Utility & SMP Plan   * Must be in a scale no less than 1" to 50' * Must be stamped and sealed by a Qualified Professional | **MP only**  *(always applicable)* | Plan must include:   * Site surface features * Drainage structures and pipes, including callouts for Structure #, invert elevation, size, and material * Subsurface drainage features of built SMPs, including footprint, inverts of pipes into or out of the practice, and inverts of overflow structures * On-site sewage treatment system locations * Callouts for all points of discharge * Management SMP callouts including:   + SMP Size, Storage Volume, and Type *(specify MTD manufacturer name/model and size, if applicable)*   + SMP Function Type   + WQv Treated [cf]   + Total & Impervious Tributary Area [sf]   + Soil and/or Stone Depth [ft]   + Drains to: (CSS/MS4)   + Pretreatment (Y/N)   + NNI Nitrogen Treatment (Y/N) * Subsurface SMP\* callouts including:   + 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     \* Subsurface SMP callouts are not required on the As-Built Plans if SWPPP Appendix F.4 SMP Installation Forms are included in the MP submission (templates are available for download at [NYC DEP Stormwater Permits](https://www.nyc.gov/site/dep/water/stormwater-permits.page)). |
| Operation & Maintenance Manual | **MP only**  *(always applicable)* | Refer to Operations & Maintenance Manual Template on the [NYC DEP Stormwater Permits](https://www.nyc.gov/site/dep/water/stormwater-permits.page) website. |
| Certificate of Inspection “Sewer Card”   * This is **not** in reference to a Plug Card | **MP only**  *(applicability dependent on project scope)* | Required for each connection noted within the Project’s Approved Site Connection Plan. |
| NYC Stormwater Manual Appendix H   * Applies to projects with ROW assets | **MP only**  *(applicability dependent on project scope)* | Must be completed for each individual asset. |