**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.]
* [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.

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. |