

# Stormwater Permitting & Tracking System (SWPTS) Guidance

## Close-Out Request Module

The purpose of building the Close-Out Phase into SWPTS is to **streamline the review and response processes for closing out a Stormwater Construction Permit and obtaining a Notice of Termination (NOT) and/or Stormwater Maintenance Permit (MP).**

## Module Intent

This module is intended to replace current procedures which take place outside of the Stormwater Permitting and Tracking System, with the goals of:

- ✓ Increasing visibility between different project stakeholders
- ✓ Clarifying close-out requirements by incorporating built-in guidance
- ✓ Improving data and document management
- ✓ Providing an interactive review process

## New Functionality

**\*Important Note:** An electronic Notice of Termination (eNOT) MS4 Acceptance will not be generated until the entire SWPTS Application has completed the close-out process and all Notice of Termination (NOT) and Maintenance Permit (MP) requests have been approved.

Functionality Needed for Close-Out	Before	After
1. Identify the Qualified Professional responsible for overseeing close-out process	✓	✓
2. Generate one Maintenance Permit (MP) per approved SWPTS Application including stormwater management practices (SMPs).	✓	✓
3. Generate one MP per sub-divided tax lot without needing to file new applications	✗	✓
4. Update ownership without filing an amendment	✗	✓
5. Submit close-out documentation at the tax lot level	✗	✓
6. Allow partial close-outs for multi-lot projects (obtain MP for lots where construction is completed)*	✗	✓
7. Allow administrative changes to application without amendment (i.e. update BBL number and minor SMP data).	✗	✓
8. Enable in-portal correspondence between DEP and stakeholders prior to final determination	✗	✓

## Step 1: Generate Close-Out Request Form

### When:

- ✓ Project has an Active (not expired) Construction Permit
- ✓ Project has completed latest Permit Initiation (PI)
- ✓ Project does not have any application amendments under review by DEP
- ✓ Project has completed construction and site has achieved final stabilization

**Who:** Only the Developer listed on the SWPTS Application

### How:

1. Log into SWPTS.
2. Navigate to Bubble 7: Temporary Shutdown / Close-Out Request.
3. Click New Close-Out Request.
4. Search for and select the Active Construction Permit that is ready for close-out.

**Note:** Once a Close-Out Request has been initiated, the SWPPP can no longer be amended, and all draft amendments will be cancelled.

The screenshot displays the SWPTS Dashboard with a progress bar at the top. The progress bar has 8 steps: 1. Fill Out the Form, 2. Acknowledgment, 3. Payment, 4. Application Status / Amendment, 5. Facility Documents, 6. Construction Permit Initiate and Pull, 7. Temporary Shutdown / Close-Out Request, and 8. Notice of Termination / Maintenance Permits. Step 7 is highlighted with a red box and a red circle with the number 2. Below the progress bar, the '7. Temporary Shutdown / Close-Out Request' section is shown. It includes a search bar and a 'New Temporary Shutdown Request' button. Below this is a table with columns: Request ID, Application, Request ID (Application), Site Name, Start Date, End Date, and Status. The table is empty with the message 'There are no records to display.' Below the table is a 'Close-Out Request' section with a search bar and a 'New Close-Out Request' button. This button is highlighted with a red box and a red circle with the number 3. Below this is another table with columns: Request ID, Application ID, Project/Site Name, Qualified Professional, Is this Final Close-out Request?, Status, and Created On. The table is empty with the message 'There are no records to display.' At the bottom right of the dashboard are 'Previous' and 'Next' buttons. Below the dashboard, a modal window is shown with a list of construction permits. The first row is highlighted with a red box and a red circle with the number 4. The modal has a 'Select' button at the bottom right, which is also highlighted with a red box.

**Dashboard**

1 2 3 4 5 6 7 8

1 Fill Out the Form 2 Acknowledgment 3 Payment 4 Application Status / Amendment 5 Facility Documents 6 Construction Permit Initiate and Pull 7 Temporary Shutdown / Close-Out Request 8 Notice of Termination / Maintenance Permits

**7. Temporary Shutdown / Close-Out Request**

Request a Temporary Shutdown or submit a Close-out Request after the construction is complete.

Temporary Shutdown

Search [ ] Q New Temporary Shutdown Request

Request ID ↑	Application	Request ID (Application)	Site Name	Start Date	End Date	Status
There are no records to display.						

Close-Out Request

Search [ ] New Close-Out Request

Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
There are no records to display.						

Previous Next

4

Choose one record and click 'Select' to continue

Application ID ↑	Site Name	Construction Permit
<input checked="" type="checkbox"/> S113425	...	CP-0000275
<input type="checkbox"/> S114925	...	CP-0000327
<input type="checkbox"/> S116825	...	CP-0000295
<input type="checkbox"/> .....	...	...

Select Cancel Remove value

## Step II: Complete Close-Out Request Form

**When:** Close-Out Request has been generated

**Who:**

- Developer listed on the SWPTS Application
- Qualified Professional (QP) once identified by the Developer listed on the Close-Out Request\*

**How:**

1. Developer assigns QP in Step 2 of the form and saves it. At this point, the QP will also have edit access and can submit the form.
2. Step through each tab of the form. Fill in the appropriate information, referencing the built-in guidance.
3. Submit the Close-Out Request to DEP in Step 5. If applicable, DEP may return the form as "Action Required," and provide specific comments, which will be visible in SWPTS under "DEP Review Comments & Determination Forms."
4. Re-submit the Close-Out Request with the necessary updates.

**\*Important Note:** The QP identified by the Developer must be registered as a Professional User in the Stormwater Permitting and Tracking System (SWPTS). The project Owner, Contractor, and Qualified Inspector will have Read-Only access to the form throughout the process.

The image displays two screenshots of the SWPTS Close-Out Request form. The top screenshot, titled "Edit the Close-Out Request", shows the "Step 1: Review Project Information" tab. It includes fields for "Request ID" (CR-000077), "Application ID" (S120325), "Close-Out Request Status" (Draft), and "Project/Site Name". It also contains a section for "4.01 Does this construction activity require the development of a SWPPP that includes the post-construction stormwater management practice component (i.e. Runoff Reduction, Water Quality and Quantity Control practices/techniques)?" with a "Yes" button and a "Pending Inspection?" section. The bottom screenshot, titled "The Close-Out Request", shows the "DEP Review Comments & Determination Forms" tab. It includes a "Review & Inspection Request Status" section with a "Close-Out Request Status" dropdown (Action Required) and a "Pending Inspection?" section. It also features a "DEP General Comments" section with a text area for "Supervisor external comment - Action Required". The "DEP Review Checklist Comments" section shows a table with columns for "Display Order", "Item", "Result", and "DEP Comments". The "DEP-Issued Attachments" section shows a list of attachments, including "SWPTS CR Action Required Letter.pdf (206.65 KB)" and "Close-Out Print-Out.pdf (50.83 KB)".

**1**

**2**

**3**

**4**

## Step III: Submit Notice of Termination/ Maintenance Permit Request

**When:** Project has an Approved Close-Out Request

**Who:**

- Developer listed on the SWPTS Application
- Owner listed on the SWPTS Application
- Qualified Professional listed on the SWPTS Close-Out Request
- Qualified Inspector listed on the SWPTS Permit Initiation

**How:** When a Close-Out Request is Approved, a draft NOT or MP Request ID will automatically generate for each project area without or with SMPs, respectively.

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permit.
2. Click on the Request ID in Draft that you would like to submit.
3. Review and submit form.
4. Obtain acknowledgments on SWPTS from each of the above-listed stakeholders through Bubble 2: Acknowledgement.

The screenshot shows the SWPTS Dashboard with a process flow at the top. The flow consists of 8 steps: 1. Fill Out the Form, 2. Acknowledgment, 3. Payment, 4. Application Status / Amendment, 5. Facility Documents, 6. Construction Permit Initiate and Pull, 7. Temporary Shutdown / Close-Out Request, and 8. Notice of Termination / Maintenance Permits. Steps 2 and 8 are highlighted with red boxes and numbered 2 and 1 respectively. Below the flow, the '8. Notice of Termination / Maintenance Permits' section is displayed. It contains a table titled 'Notice of Termination / Maintenance Permit Requests' with columns: Request ID, Application, Request ID (Application), Site Name, Status, and Created On. Two rows are shown, both in 'Draft' status. The first row has Request ID 'NOT-000054' and the second row has Request ID 'MP-000167'. Both rows are highlighted with red boxes and numbered 2.

Request ID	Application	Request ID (Application)	Site Name	Status	Created On
NOT-000054	S419725	0000963		Draft	12/9/2025 1:57 PM
MP-000167	S419725	0000963		Draft	12/9/2025 1:56 PM

The screenshot shows the 'Notice Of Termination Request' form. It includes a 'Request ID' field with the value 'NOT-000054'. Below this, there are links for 'Project & Termination Information', 'Stakeholders', 'BBL/Row Code & Documents', and 'Terms & Conditions'. The 'Terms & Conditions' section is expanded, showing a checkbox for 'As Applicant, I accept the responsibility for content of the Maintenance Permit Request.' with the value 'Yes'. A red box highlights the 'Send for Acknowledgement' button, which is numbered 3.

**Note:** With the introduction of the Close-Out Module, the NOT/MP Module in SWPTS will become mostly administrative. It is intended to obtain stakeholder acknowledgements and organize close-out data by lot. Typically, no new project data is needed, and limited technical review occurs.

## Step IV: Download DEP-issued Documents

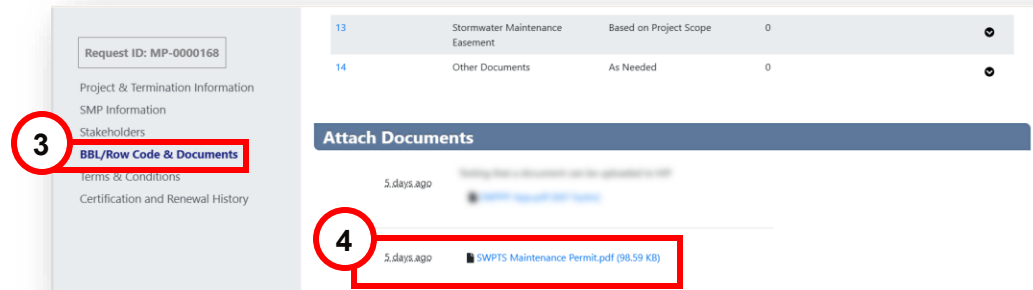
### IV.a: Maintenance Permit PDF (when applicable)

**When:** An individual MP Request is Approved

**Who:** Any Stakeholder listed in the MP Request

**How:**

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permit.
2. Click on the relevant Approved MP Request ID.
3. Navigate to the “BBL/ROW Code & Documents” Tab.
4. Click on the system-generated Maintenance Permit pdf to download.



### IV.b: DEP-signed eNOT Form (all projects)

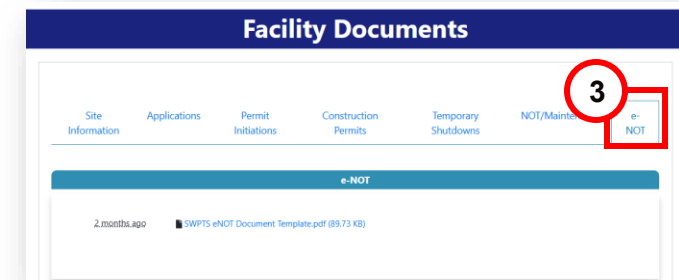
**When:** When all Close-Out Requests, NOT Requests and MP Requests related to a SWPTS Application are Approved

**Who:**

- Developer listed on the SWPTS Application
- Owner listed on the SWPTS Application

**How:**

1. Navigate to Bubble 5: Facilities Documents.
2. Click on the relevant project.
3. Navigate to the eNOT tabs and click the document link to download.



## FAQ

1

**Q:** What design changes during construction cannot be resolved in the Close-Out Request Module, triggering a major amendment?

**A:** A major amendment is required when one of the following scenarios has occurred:

- Project no longer meets stormwater management requirements, or
- Project meets stormwater management requirements but has moved to a lower tier SMP in the hierarchy, or
- Stormwater Management Practices have been removed, or
- Scope of the design changes are significant enough that the SWPPP requires a re-review.

2

**Q:** What happens to the Notice of Termination (NOT) or Maintenance Permit (MP) records I created in SWPTS before the Close-Out Module was launched?

**A:** Any SWPTS NOT or MP Request ID with a Status of Draft, Under Review, Approved, or Disapproved prior to the Close-Out Module launch will remain unchanged.

3

**Q:** Why can't I create a new NOT or MP record for my project?

**A:** As of December 19th, 2025, projects must create a Close-Out Request on SWPTS to begin the process of closing out their Stormwater Construction Permit. This process will ensure that all the correct close-out information and documentation is provided to DEP before generating an NOT or MP record. It will also enable projects to leverage expanded functionality to close-out projects in a more organized way. Once a Close-Out Request is approved by DEP, draft NOT and MP Request IDs will automatically be created based on the relevant project conditions.

4

**Q:** Do I still need to submit an NOT or MP Request after my Close-Out Request is Approved?

**A:** Yes. An approved Close-Out Request indicates that the technical review of your project Close-Out materials is complete.

However, you must still submit the Draft NOT or MP requests to obtain acknowledgements from all Stakeholders and enable DEP to issue final close-out documentation (i.e. Maintenance Permit PDF, when applicable, and the DEP-signed eNOT form).



## **Learn More in our Next Live DEP Workshop!**

Join us on **Tuesday, January 13<sup>th</sup>, 2026**, for a Live Demo of the  
DEP Close-Out Module.

**[Click Here to Register](#)**