Stormwater Permitting & Tracking System (SWPTS) Guidance

Close-Out Request Module

NYC Environmental Protection

Module Intent

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).**

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

SWPTS Guidance
Close-Out Request Module

NYC Environmental Protection

New Functionality

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	✗	✓

***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.

SWPTS Guidance
Close-Out Request Module

NYC Environmental Protection

Step I: Generate Close-Out Request Form

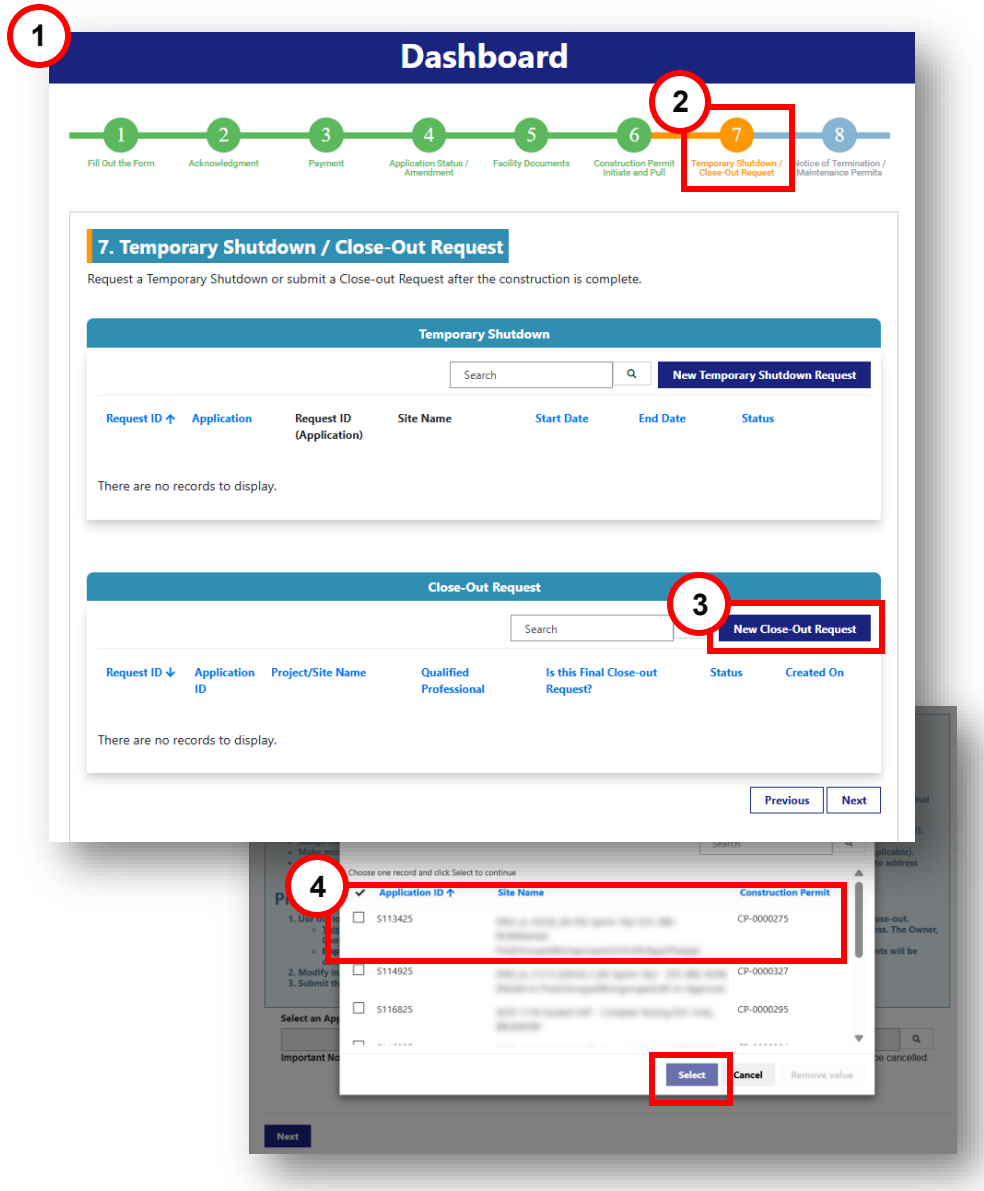
When:

- ✓ 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.

Step II: Complete Close-Out Request Form

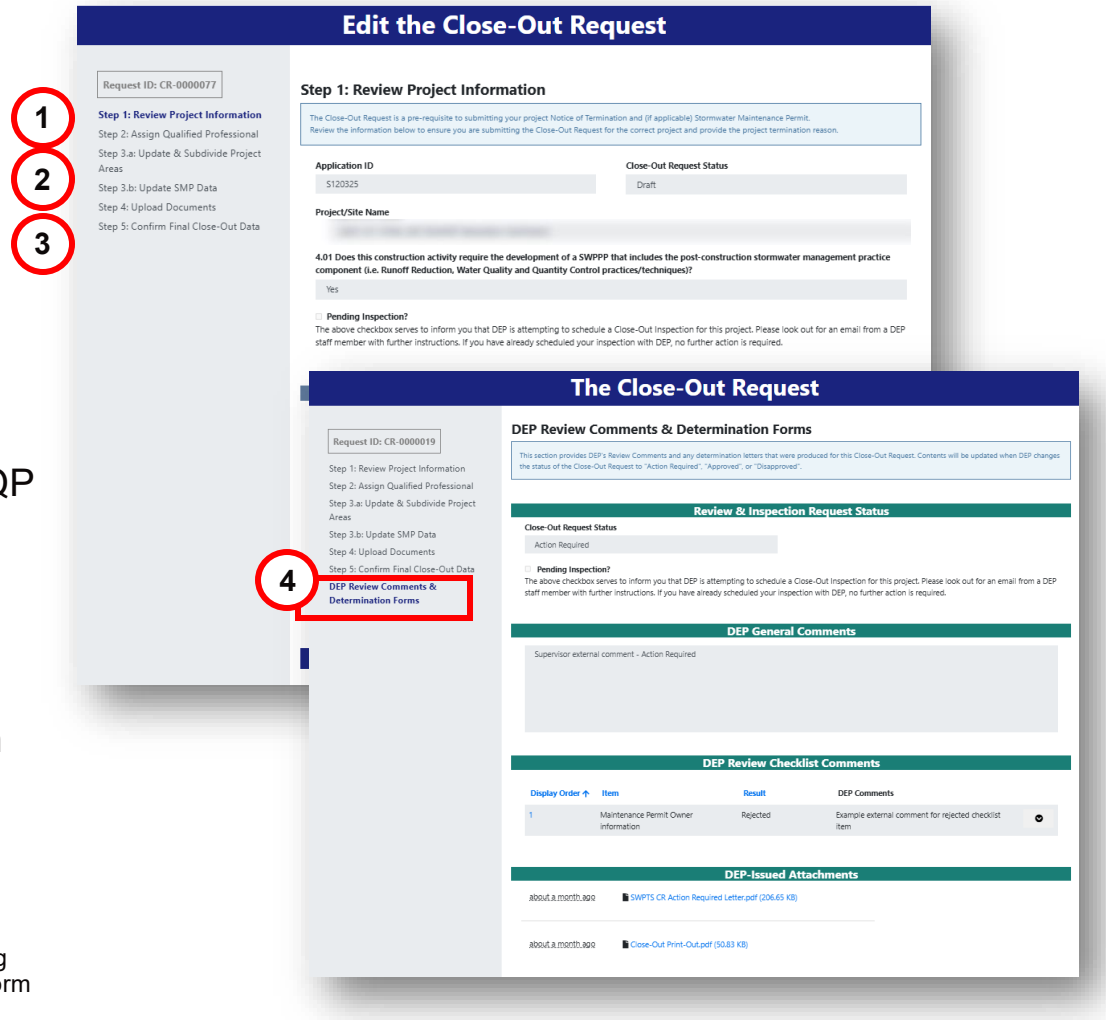
When: Close-Out Request has been generated

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.

Step III: Submit Notice of Termination/ Maintenance Permit Request

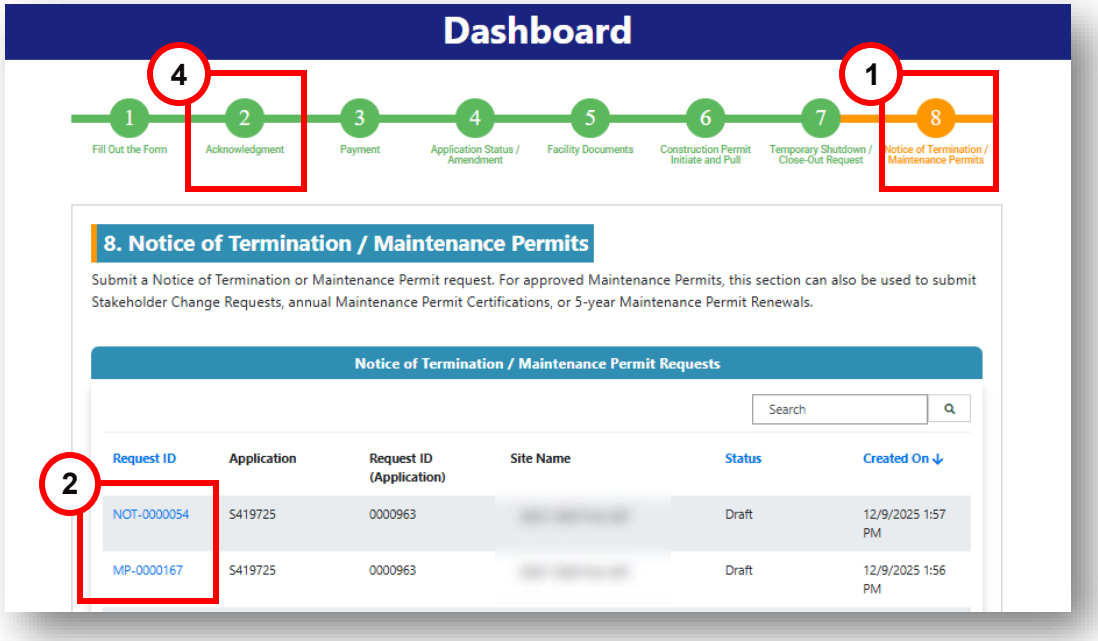
When: Project has an Approved Close-Out Request

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.



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

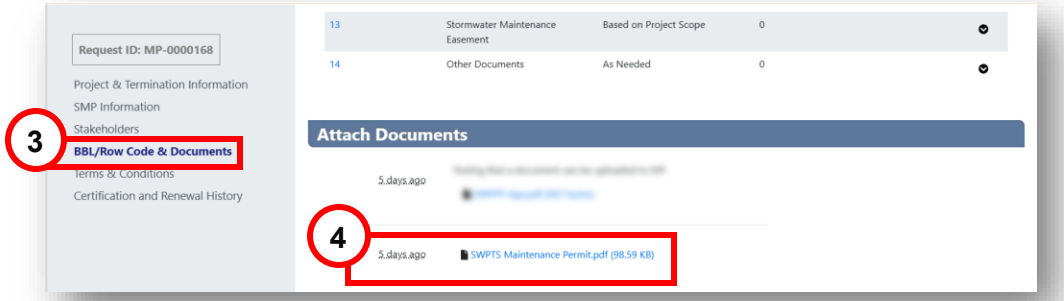
IV.a: Maintenance Permit PDF (when applicable)

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)

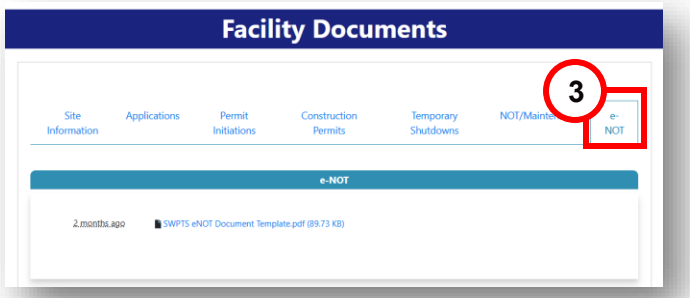
When: When all Close-Out Requests, NOT Requests and MP Requests related to a SWPTS Application are Approved

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.



SWPTS Guidance
Close-Out Request Module

NYC Environmental Protection

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 13th, 2026,** for a Live Demo of the DEP Close-Out Module.

Click Here to Register