Stormwater Permitting & Tracking System (SWPTS) Guidance

Maintenance Permit Module: Certifications, Renewals, Stakeholder Changes

NYC Environmental Protection

Module Intent

The purpose of updating the Notice of Termination / Maintenance Permit module in the Stormwater Permitting and Tracking System (SWPTS) is to manage Maintenance Permit Certification and Renewal processes and accommodate requests to change the stakeholders listed on the Maintenance Permit in SWPTS.

This phase is intended to replace current procedures which take place outside of SWPTS, with the goals of:

✓ Tracking and providing reminders to Stormwater Maintenance Permittees when certifications and renewals are due

✓ Formalizing the process of requesting a change to Maintenance Permit Stakeholders

New Functionality

Functionality Needed for Maintenance Permit	Before	After
1. Obtain Maintenance Permit pdf	✓	✓
2. Submit annual certification that SMPs are operating as designed within SWPTS	✗	✓
3. Renew Stormwater Maintenance Permit as required	✗	✓
4. Maintain a record of all submitted documents, including certifications, renewals, and Operation and Maintenance Plans	✗	✓
5. Request a Maintenance Permit Stakeholder Change / Reissuance of Stormwater Maintenance Permit	✗	✓

Maintenance Permit (MP) Certification:
Submit annual certification that SMPs are operating as designed

When:

- Every year, after issuance of a Stormwater Maintenance Permit

- In the 30 days leading up to the Maintenance Permit Issuance Anniversary

Who: Owner listed on the Maintenance Permit pdf (MP Owner in SWPTS Portal MP Record)

How: 30 days before the Maintenance Permit Certification (MPC) is due, SWPTS will generate a Maintenance Permit Certification Record in "Pending Certification" status and send out reminder emails.

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permits.

2. Scroll to the Maintenance Permit Certification Table.

3. Click on any MPC records in "Pending Certification" or "Past Due" status.
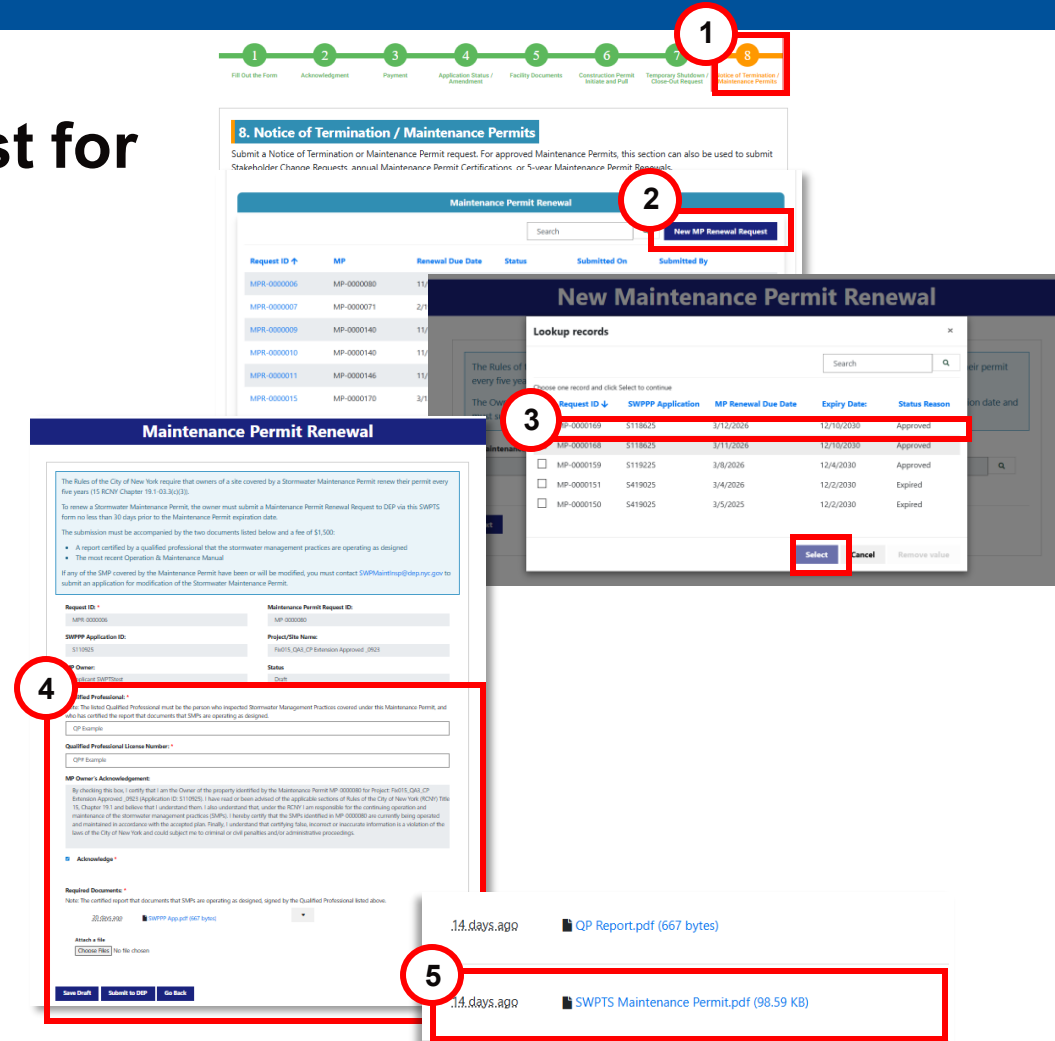
4. Review and submit the acknowledgement.

Note: The Entity Responsible for Maintenance will have Read-Only access to MP Certification records and will receive all reminder emails. However, only the MP Owner can submit these records.

MP Renewal: Submit 5-year renewal request for Maintenance Permit

When:

- Every five years after issuance of a Stormwater Maintenance Permit
- Between 90 and 30 days before the Maintenance Permit Expiry Date

Who: <u>Owner</u> listed on the Maintenance Permit pdf (MP Owner in SWPTS Portal MP Record)

How: 90 days before the Maintenance Permit Expiry Date, the ability to generate an MP Renewal Record will be available in SWPTS and email reminders will be sent out.

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permits.
2. Scroll to the Maintenance Permit Renewal Table and click "New Maintenance Permit Renewal."
3. Click on the MP Request ID you would like to renew.
4. Complete the form and submit the required documents and fee.
5. Once Approved, obtain the updated Maintenance Permit from within the most recently Approved MP Renewal Record.

Note: The Entity Responsible for Maintenance will have Read-Only access to MP Renewal records and will receive all reminder emails. However, only the MP Owner can submit these records.

MP Stakeholder Change Request: Change the MP Owner or Entity Responsible for Maintenance

When:

✓ The Stormwater Maintenance Permit has been issued

✓ A change to the MP Owner or Entity Responsible for Maintenance has occurred

Who: <u>Owner</u> listed on the Maintenance Permit pdf (MP Owner in SWPTS Portal MP Record)

How:

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permits.

2. Scroll to the Stakeholder Change Request Table and click "New Stakeholder Change Request."

3. Identify the MP Request ID and the Stakeholder you would like to change.

4. Once approved, obtain the updated Maintenance Permit pdf the most recent Approved MP or MPR Request ID.

Note: The Entity Responsible for Maintenance will have Read-Only access to MP Stakeholder Change Request records. However, only the MP Owner can submit these requests.

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FAQ

1

Q: Do I need to re-submit a previous year's certification in SWPTS if I already submitted one to DEP via email?

A: In most cases, no. DEP is working on transferring all previous year's certifications submitted via email to the new SWPTS MP Certification module; your submitted certifications should be shown as Certified.

2

Q: Can the Entity Responsible for Maintenance submit the MP Certification or Renewal Requests on behalf of the MP Owner?

A: No. Only the MP Owner is able to submit these requests.

3

Q: Can I submit multiple Stakeholder Change Requests at one time?

A: Yes. Two different Stakeholder Change Requests can be made for the same Maintenance Permit at one time, but they must be made as individual requests: one request to change the MP Owner, and one request to change the Entity Responsible for Maintenance. You may not make two requests to change the same Stakeholder at one time.

4

Q: Is a new Maintenance Permit generated with each Stakeholder Change approval?

A: Yes. A new Maintenance Permit will be generated to reflect the new Maintenance Permit stakeholders. The MP expiry date will not change.

To download your updated Maintenance Permit, refer to the most recently approved MP Request ID or MPR Request ID.