## Temporary Shutdown Request Submission Guidance

Instructions :

* Prepare submission requirements and submit them with the Temporary Shutdown Request via SWPTS. This submission signifies the Owner/Developer’s 7-day shutdown notification to the Department, which **must** be provided prior to the project’s shutdown date.
* Qualified Inspector and Developer must acknowledge the Temporary Shutdown Request in SWPTS. Once acknowledged, the Temporary Shutdown Request is automatically submitted to DEP for review.
* Frequency of Qualified Inspector inspections can only be reduced to monthly **after** the Temporary Shutdown approval from DEP.
* At the completion of the Temporary Shutdown, Construction Recommencement Email Notification **must** be sent to StormwaterPermits@dep.nyc.gov.

The following submission requirements must be included in the SWPTS Temporary Shutdown Request:

|  |  |
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| **Submission Requirements** | **Format** |
| [ ]  Cover Letter, including:* Written description of the current phase of project.

*(i.e. Provide Phase 1,2,… or % of construction completed)** Reason for Temporary Shutdown (Pick one):
	+ All construction activity will be stopping for an extended period of time.
	+ Lot Line Building that is stabilized but is continuing superstructure activities. *(Pollution prevention must be in place during the shutdown period.)*
	+ Waiting for Final Stabilization of vegetation.
* Approximate timeframe for Temporary Shutdown (12 month maximum)
 | PDF |
| [ ]  Qualified Inspector (QI) Report confirming that the entire site is stable. Must have representative number of photos for the entire site showing temporary or permanent stabilization. | PDF |

Construction Recommencement Notification Email Template:

**Subject**: SWPTS Construction Recommencement Notification (Click or tap here to enter text.)

To Whom it May Concern,

Per the approved Temporary Shutdown Request for SWPTS Application ID [Click or tap here to enter text.], this email serves as a notification for the recommencement of development activity at [Click or tap here to enter text.]. The project’s Temporary Shutdown will end on [Click or tap to enter a date.].