

Stormwater Permitting and Tracking System Demonstration: Close-Out Request

NYC DEP BEPA PERM

Part I: January 2026

Part II: February 2026

Objective

Provide an overview of the key features and benefits of the new SWPTS Close-Out Module, as well as a live demonstration on how to use the new module to complete key steps in the NYC DEP Stormwater Permitting Process Close-Out Process.

Disclaimers

- This presentation intends to show step-by-step processes live. However, due to time constraints associated with a 1-hour workshop, some steps may need to be described verbally and skipped, or pre-populated for demonstration purposes.
- To maximize time spent on the live demonstration, this presentation assumes that the audience understands DEP's mission, the Stormwater Permitting Program's goals, and the project applicability criteria that would require a project to obtain a Stormwater Construction Permit and Stormwater Maintenance Permit, and the role of specific project Stakeholders.
 - For more information on the NYC DEP Stormwater Permitting Program, refer to the [DEP Stormwater Permitting Website](#).
 - For more information on the Close-Out Process, and Stakeholder responsibilities, refer to the [Construction Close-Out Process Pain Point Workshop Slides](#).

Overview

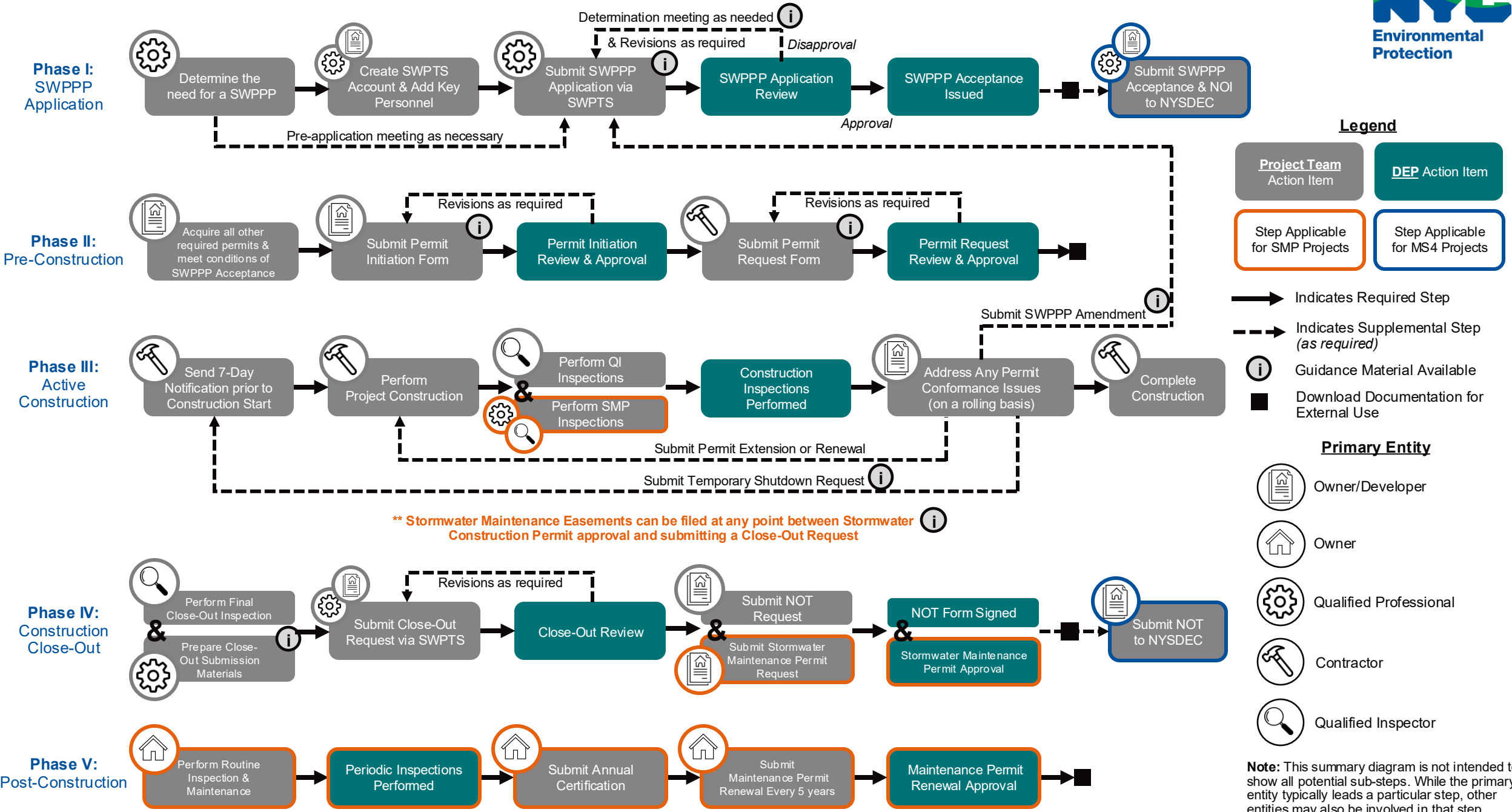
- 1. Introduction to the new SWPTS Close-Out Module**
- 2. Demonstration Project Scenarios**
- 3. SWPTS Close-Out Process**
 - **Step I: Draft a Close-Out Request Form**
 - **Step II: Complete Close-Out Request Form**
 - **Step III: Submit Notice of Termination / Maintenance Permit**
 - **Step IV: Download DEP-issued Documents**
- 4. Q&A**

Introduction to the new SWPTS Module

- Stormwater Permitting Diagram
- SWPTS Close-Out Module Intent
- SWPTS Close-Out Module New Features

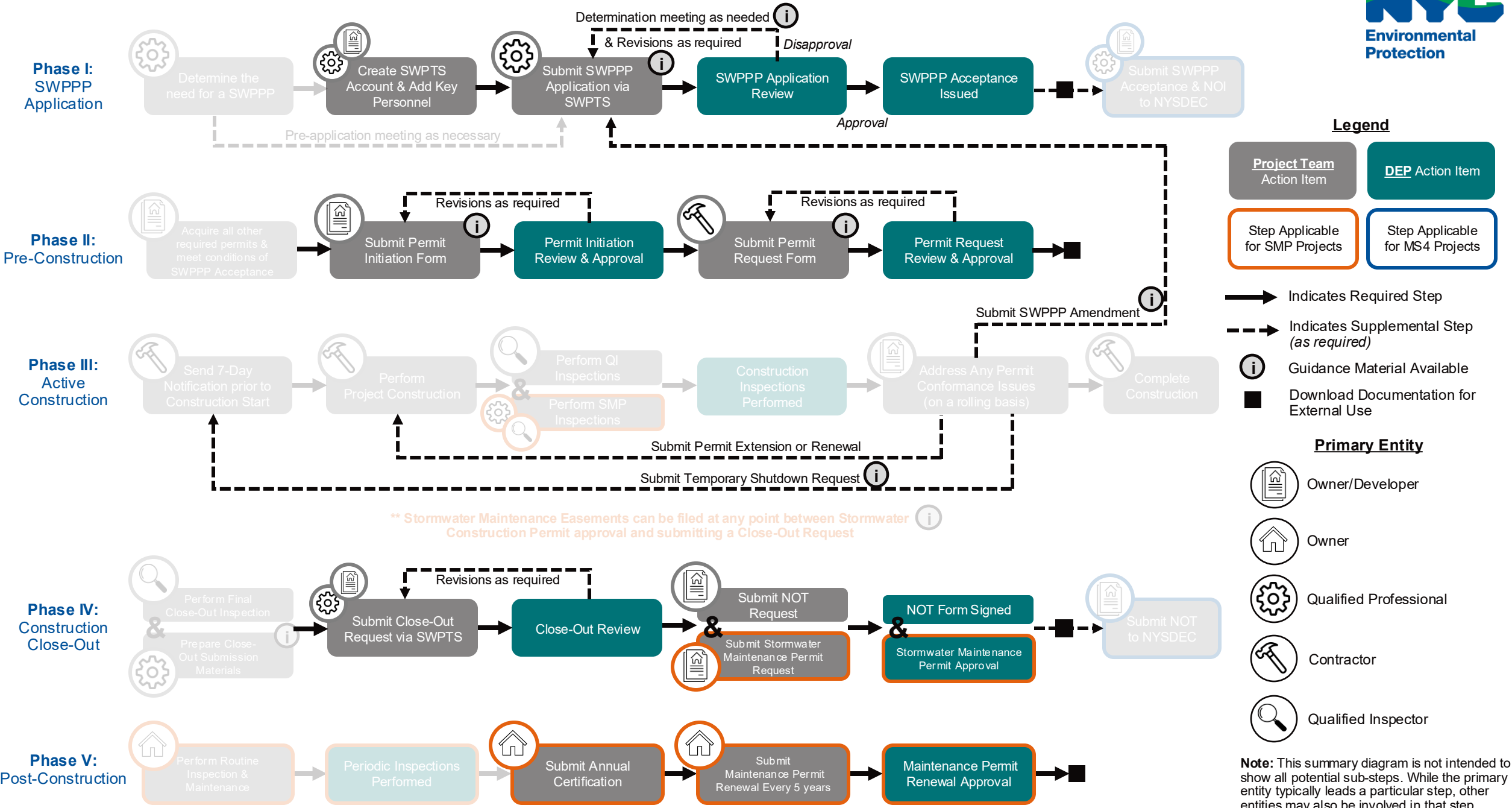
NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Version: January 9, 2026



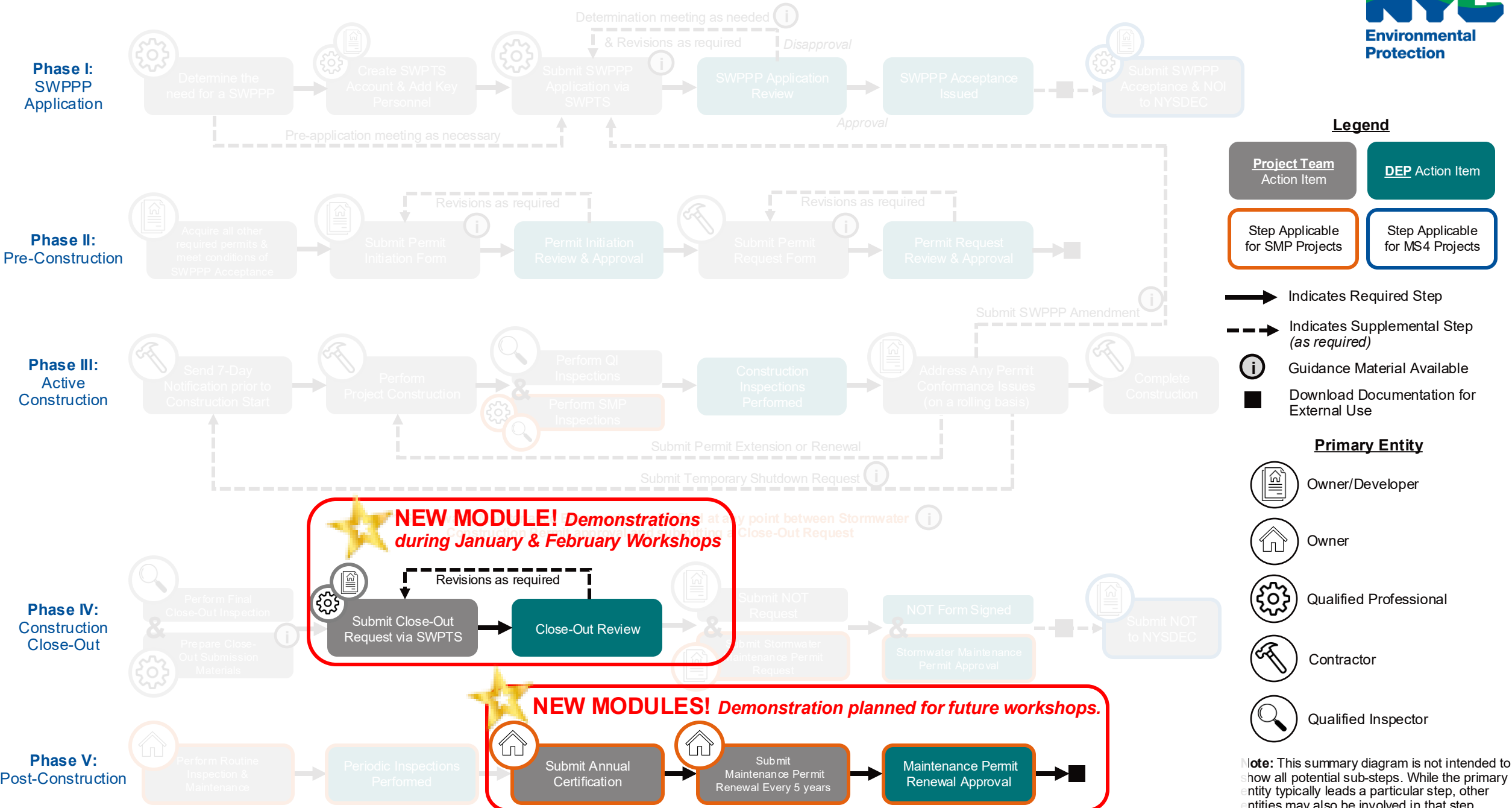
NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM – Steps within SWPTS

Version: January 9, 2026



NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM – Steps within SWPTS

Version: January 9, 2026



Introduction

SWPTS Portal Link

Access SWPTS using the link below:
<https://deppermits.microsoftcrmportals.com/>

NYC
Environmental Protection

Home My Applications My Account Contact Us Sign Out

Dashboard

- 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

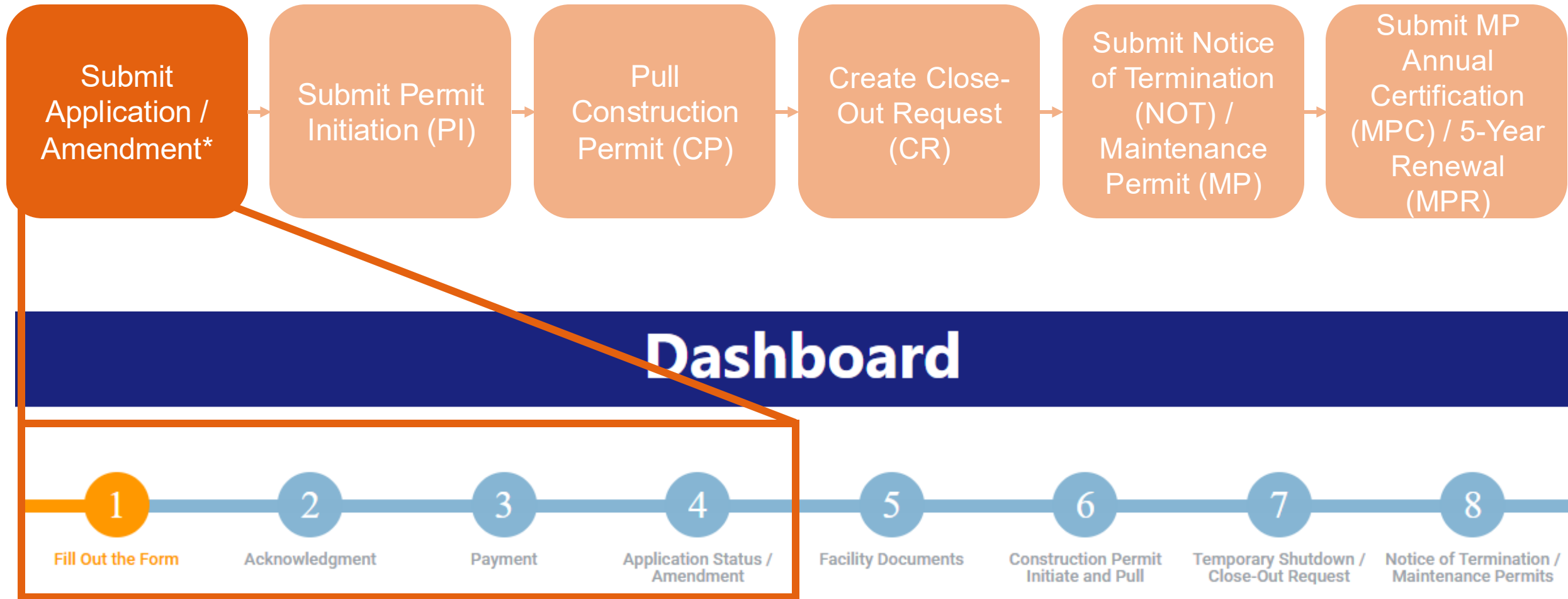
1. Fill Out the Form

Complete the Stormwater Construction Permit Application online and upload the Stormwater Pollution Prevention Plan (SWPPP).

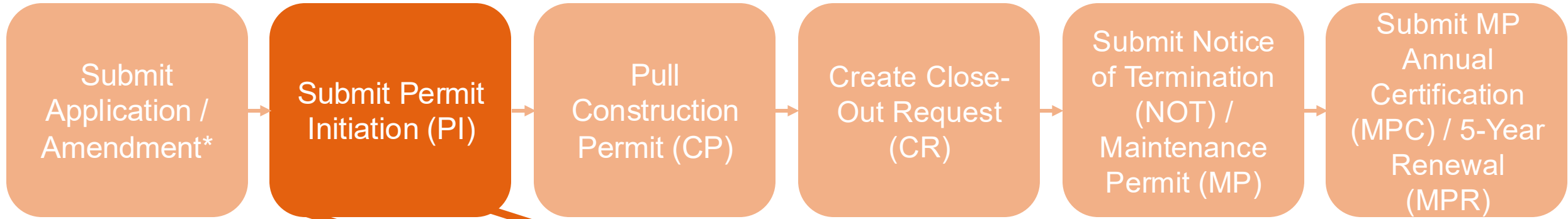
Search

Request ID ↓	Site Name	Application Type	Created On	Actions
There are no records to display.				

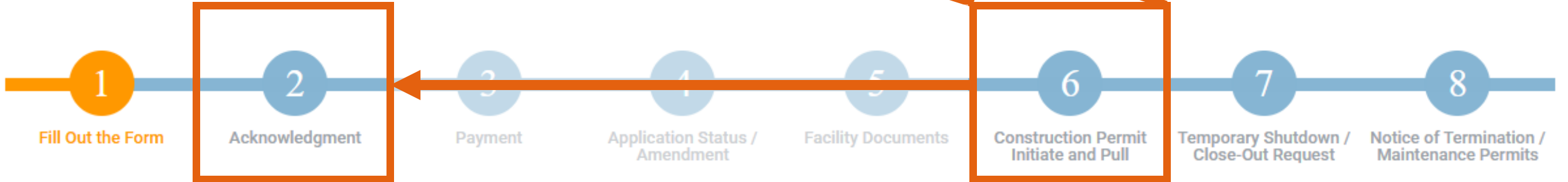
Note: To avoid data inconsistencies in the SWPTS portal used to manage real project data, this workshop will be conducted on a version of SWPTS that is used for testing development changes, known as the “SWPTS Staging Environment”. Therefore, some features visible during this demonstration will have minor inconsistencies with the SWPTS portal that the public can access.



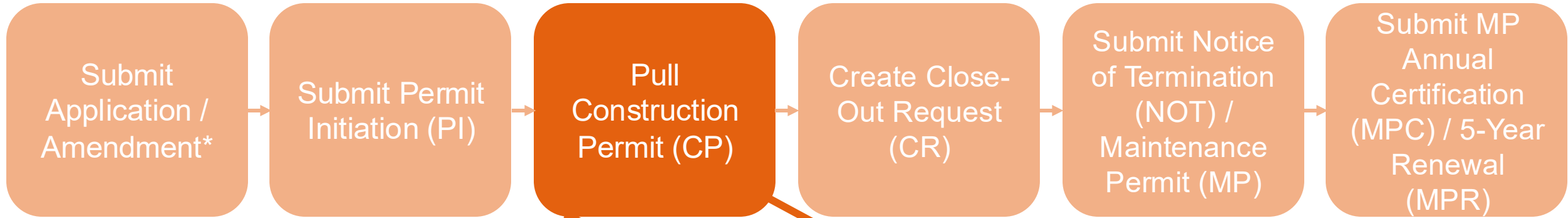
***Note:** Amendments may be submitted any time between the submission of the first Application and the creation of the Close-Out Request. However, once an amendment has been submitted and DEP has approved it, a new Permit Initiation will need to be submitted, and a new Construction Permit will need to be pulled. Once the Close-Out Process is initiated, amendments can no longer be filed.



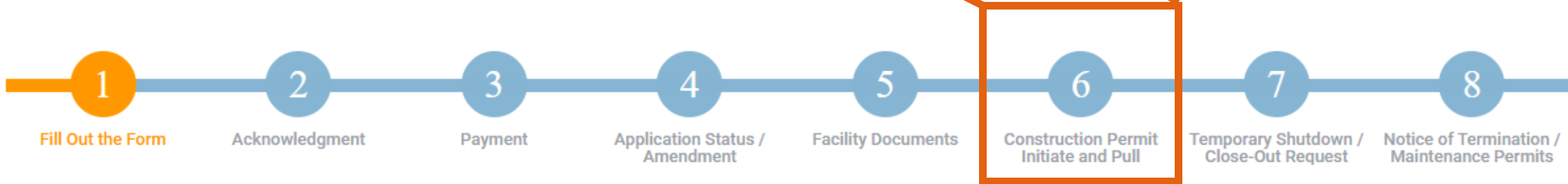
Dashboard



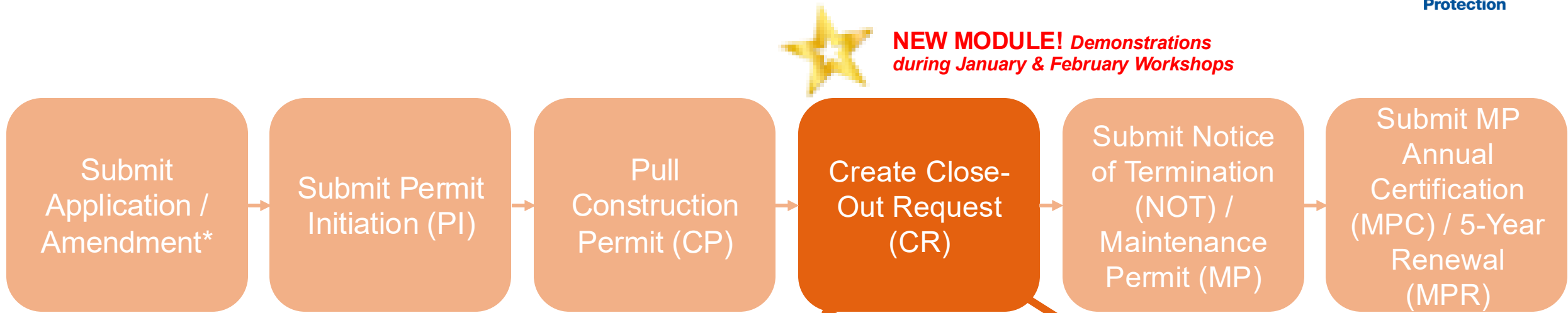
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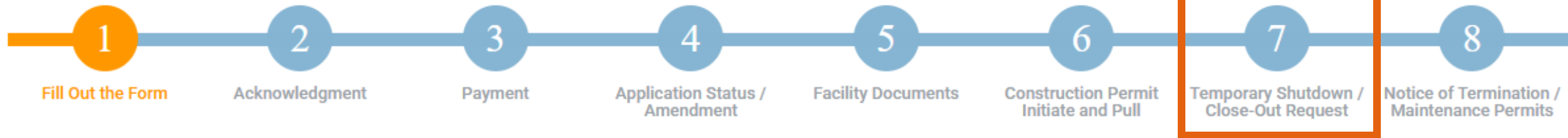
Dashboard



***Note:** Amendments may be submitted any time between the submission of the first Application and the creation of the Close-Out Request. However, once an amendment has been submitted and DEP has approved it, a new Permit Initiation will need to be submitted, and a new Construction Permit will need to be pulled. Once the Close-Out Process is initiated, amendments can no longer be filed.

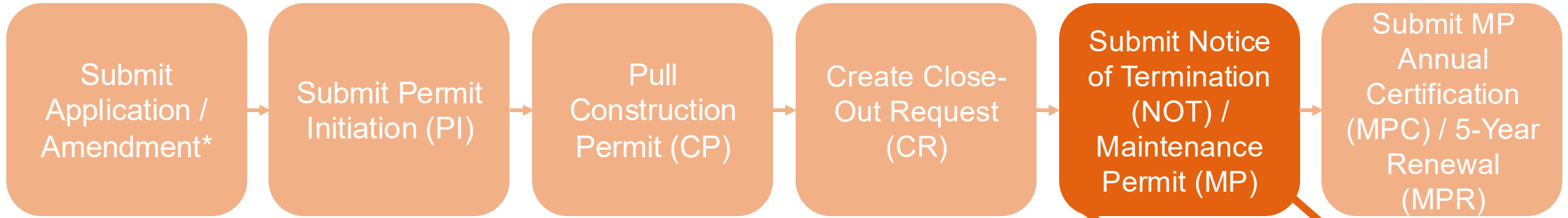


Dashboard

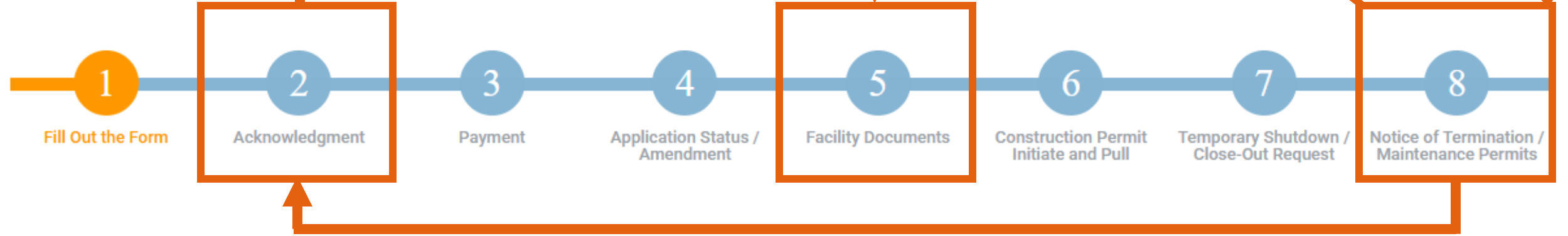


***Note:** Amendments may be submitted any time between the submission of the first Application and the creation of the Close-Out Request. However, once an amendment has been submitted and DEP has approved it, a new Permit Initiation will need to be submitted, and a new Construction Permit will need to be pulled. Once the Close-Out Process is initiated, amendments can no longer be filed.

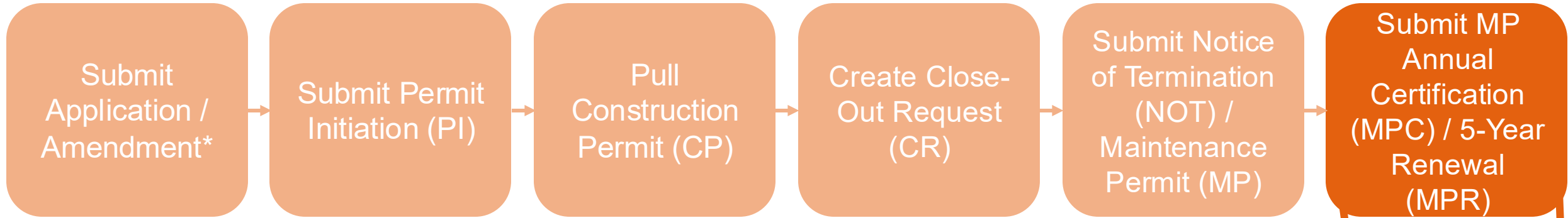
NYC DEP STORMWATER PERMITTING PROCESS – Simplified Steps within SWPTS



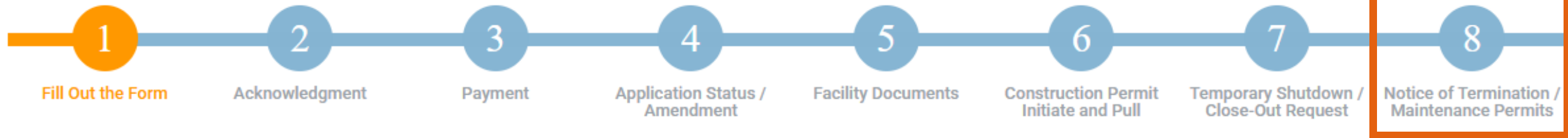
Dashboard



 **NEW MODULES!** *Demonstration planned for future workshops.*



Dashboard



***Note:** Amendments may be submitted any time between the submission of the first Application and the creation of the Close-Out Request. However, once an amendment has been submitted and DEP has approved it, a new Permit Initiation will need to be submitted, and a new Construction Permit will need to be pulled. Once the Close-Out Process is initiated, amendments can no longer be filed.

Introduction

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

Introduction

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.

Demonstrations Project Scenarios

- Scenario 1: ESC-Only, Full Close-Out
- Scenario 2: ESC&SMP, Partial Close-Out

Demonstration Project Scenarios

Overview of Relevant SWPTS Parameters

The SWPTS Close-Out Process will vary depending on

- Project parameters initially entered in the SWPTS Application
 - A. Project located on a tax lot (BBL), in the Right-of-Way (ROW), or both?
 - B. Project only requires Erosion and Sediment Controls (ESC-Only Project) or requires both ESCs and post-construction Stormwater Management Practices (ESC&SMP Project)
- Project close-out conditions, established at the end of construction
 - C. Project intends to complete construction of all areas at the same time, or at separate times for projects subdivided into several lots?

A

B

C

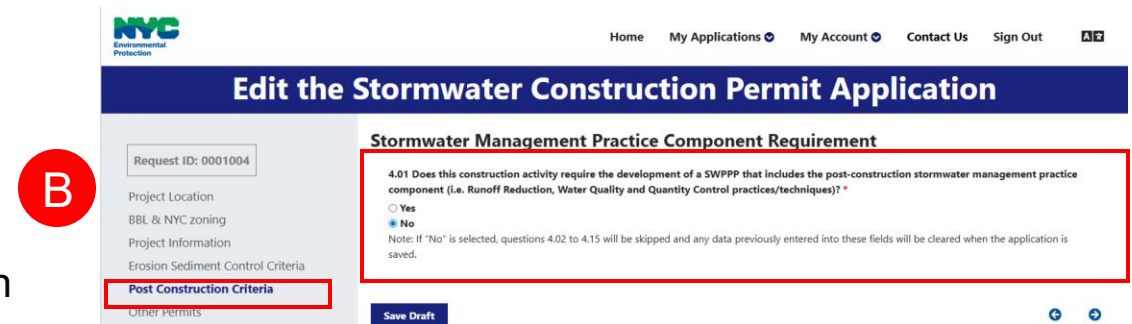
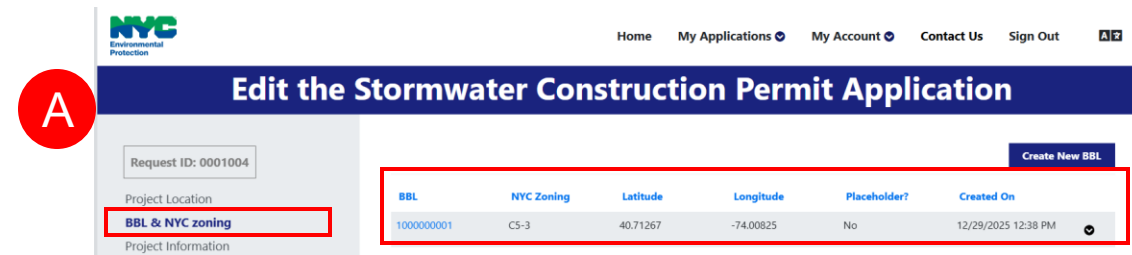
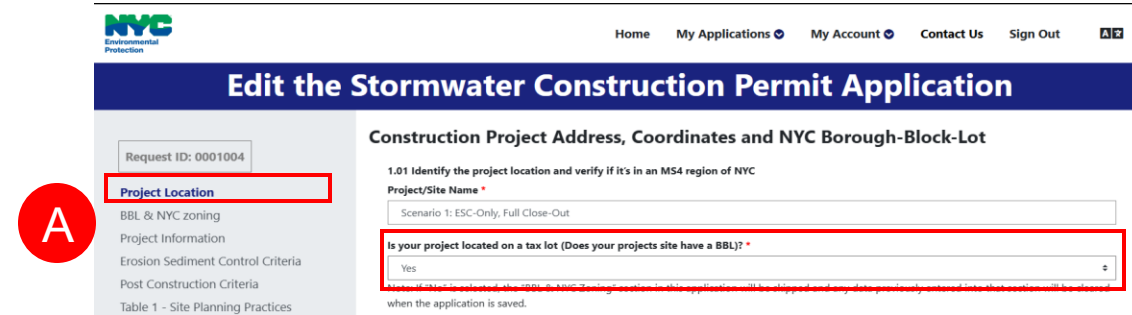
Selections made in Close-Out Module, to be reviewed during demonstration.

Demonstration Project Scenarios

Scenario 1: ESC-Only, Full Close-Out

During the January workshop, Scenario 1 will cover the following conditions:

- Project parameters initially entered in the SWPTS Application
 - A. Project located on a single tax lot (BBL)
 - B. Project is ESC-Only
- Project close-out conditions, established at the end of construction
 - C. Project intends to complete construction of all areas at the same time



C Selections made in Close-Out Module, to be reviewed during demonstration.

Demonstration Project Scenarios

Scenario 2: ESC&SMP, Partial Close-Out

During the February workshop, Scenario 2 will cover the following conditions:

- Project parameters initially entered in the SWPTS Application
 - A. Project located on three separate tax lots (BBL)
 - B. Project is ESC&SMP
- Project close-out conditions, established at the end of construction
 - C. Project intends to complete construction of areas at different times (i.e. close-out one tax lot before the other)

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Create a New Stormwater Construction Permit Application

Request ID: —

- Project Location**
- BBL & NYC zoning
- Project Information
- Erosion Sediment Control Criteria
- Post Construction Criteria

Construction Project Address, Coordinates and NYC Borough-Block-Lot

1.01 Identify the project location and verify if it's in an MS4 region of NYC

Project/Site Name *

Scenario 2: ESC&SMP, Partial Close-Out

Is your project located on a tax lot (Does your projects site have a BBL)? *

Yes

Edit the Stormwater Construction Permit Application

Request ID: 0001094

- BBL & NYC zoning**
- Project Information
- Erosion Sediment Control Criteria
- Post Construction Criteria
- Table 1 - Site Planning Practices
- SMPs Information
- Post Construction Summary
- Channel Protection & Flood Control

Create New BBL

BBL	NYC Zoning	Latitude	Longitude	Placeholder?	Created On
2000000001	C5-3 (SWPTS) Demonstration Note: BBL is ESC-Only)	40.71267	-74.00825	No	2/19/2026 9:55 AM
2000000002	C5-3 (SWPTS) Demonstration: BBL Drains to SMP in lot)	40.71267	-74.00825	No	2/19/2026 9:55 AM
2000000003	C5-3 (Demo Note: BBL Drains to SMP outside lot)	40.71267	-74.00825	No	2/19/2026 9:55 AM

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Edit the Stormwater Construction Permit Application

Request ID: 0001005

- Project Location
- BBL & NYC zoning
- Project Information
- Erosion Sediment Control Criteria
- Post Construction Criteria**
- Table 1 - Site Planning Practices
- SMPs Information

Stormwater Management Practice Component Requirement

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)? *

Yes
 No

Note: If "No" is selected, questions 4.02 to 4.15 will be skipped and any data previously entered into these fields will be cleared when the application is saved.

4.02 Has the post-construction stormwater management practice component of the SWPPP been developed in conformance with the current NYS Stormwater Management Design Manual? *

Yes
 No

C Selections made in Close-Out Module, to be reviewed during demonstration.

SWPTS Close-Out Process

- **Step I: Draft a Close-Out Request Form**
- **Step II: Complete Close-Out Request Form**
- **Step III: Submit Notice of Termination / Maintenance Permit**
- **Step IV: Download DEP-issued Documents**

Step 1: Draft a Close-Out Request Form

Step I: Draft a Close-Out Request Form

Pre-Conditions & Stakeholders

When:

- ✓ Project has an Active (not expired) Construction Permit (CP)
- ✓ 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

Dashboard

1 Fill Out the Form 2 Acknowledgment 3 Permit 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

6. Construction Permit

The owner/developer will identify the Qualified Inspector and Contractor and upload a copy of the maintenance easement. The contractor may then request the permit.

Request ID ↓	Application	Request ID (Application)	Site Name	Acknowledgment Status	Status	Created On
PI-0000407	5221525	0001005	Scenario 2: ESC&SMP Project: Partial Close-Out (All Approved Close-Out Requests and MP Requests)	Acknowledged	Approved	12/30/2025 11:44 AM
PI-0000406	5121425	0001004	Scenario 1: ESC-Only, Full Close-Out (Submitted, In Action Required Status)	Acknowledged	Approved	12/30/2025 11:44 AM

Request ID ↓	Application	Request ID (Application)	Site Name	Status	Issue Date	Expiration Date	Actions
CP-0000332	5221525	0001005	Scenario 2: ESC&SMP Project: Partial Close-Out (All Approved Close-Out Requests and MP Requests)	Approved	12/30/2025	12/30/2027	
CP-0000331	5121425	0001004	Scenario 1: ESC-Only, Full Close-Out (Submitted, In Action Required Status)	Approved	12/30/2025	12/30/2027	

Who: Only the Developer listed on the SWPTS Application can draft a Close-Out Request Form on SWPTS

Read Only Stormwater Construction Permit Application

Request ID: 0001004

Project Location
BBL & NYC zoning
Project Information
Erosion Sediment Control Criteria
Post Construction Criteria
Other Permits

Stakeholders
Stakeholders' Information
Notes & Attachments
Terms & Conditions

All the stakeholders will need to register in the system before the application can be submitted. If a stakeholder is already registered in the system, his/her information will be prefilled below.

Enter Owner's Email Address
owner.SWPTSdemo@protonmail.com

Owner Type
Individual

Is Owner Same as Developer?
No

Will owner or developer sign NYSDEC NOI?
Owner

Enter Developer's Email Address
developer.SWPTSdemo@protonmail.com

Enter SWPPP Preparer's Email Address
Must be a Qualified Professional as defined in RCNY Title 15, Chapter 19.1
SWPPPpreparer.SWPTSdemo@protonmail.com

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

Step I: Draft a Close-Out Request Form

Steps in SWPTS

How:

1. **Log into SWPTS, as project Developer.**
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.
5. A new blank Close-Out Request will be generated for the project.

NYC Environmental Protection

Home Map Manual Application Complaint Contact Us | Sign In

Sign In

Sign in to Your Account

Username

Password

Remember me? [Forgot Username/Password?](#)

Sign In

OR

Sign In using an external account: [Azure](#)

Don't have an account yet? [Register here.](#)

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

Step I: Draft a Close-Out Request Form

Steps in SWPTS

How:

1. Log into SWPTS, as project Developer.
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.
5. A new blank Close-Out Request will be generated for the project.

The screenshot shows the NYC Environmental Protection SWPTS Dashboard. At the top, there is a navigation bar with links for Home, My Applications, My Account, Contact Us, and Sign Out. Below the navigation bar is a progress indicator with eight numbered bubbles. Bubble 7, labeled 'Temporary Shutdown / Close-Out Request', is highlighted with a red box and a red arrow pointing to it from the instructions. Below the progress indicator, the main content area is titled '7. Temporary Shutdown / Close-Out Request'. It contains two sections: 'Temporary Shutdown' and 'Close-Out Request'. Each section has a search bar and a 'New' button. The 'Close-Out Request' section's 'New Close-Out Request' button is highlighted with a red box and a red arrow pointing to it from the instructions. Both sections currently display 'There are no records to display.'

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

Step I: Draft a Close-Out Request Form

Steps in SWPTS

How:

1. Log into SWPTS, as project Developer.
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.**
5. A new blank Close-Out Request will be generated for the project.

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

NYC Environmental Protection Home My Applications My Account Contact Us Sign Out

New Close-Out Request

Overview
The Close-Out Request (CR) step is a pre-requisite to submitting a Notice of Termination (NOT) and Stormwater Maintenance Permit (MP) request.

Purpose
The Close-Out Request process allows projects to make updates to their project information at the end of the construction close-out phase without a formal SWPPP amendment. Specifically, it enables the following Close-Out steps:

- Break-out projects submitted under a Common Plan of Development into their appropriate sub-divided tax lots (BBLs) or Right-of-Way areas (ROW).
- Assign the appropriate Qualified Professional (QP) responsible for supporting the close-out process.
- Make minor modifications to SMP data and volumes managed on a project to accommodate changes made during construction (when applicable).
- Submit required close-out documentation at the BBL or individual ROW level, prior to submitting the NOT/Maintenance Permit Request, to address close-out requirements in a more streamlined matter.

Process

1. Use the lookup below to see a list of your projects that have an Approved Construction Permit; select the project that you would like to close-out.
 - This process can only be initiated by the Developer. Once the Developer assigns a QP, both the Developer and QP will have edit access. The Owner, Contractor, and Qualified Inspector will have Read-Only access.
 - **Important Note:** Once a Close-Out Request has been initiated, the SWPPP can no longer be amended, and all open/draft amendments will be cancelled. If there are any amendments to an Approved Construction Permit under DEP Review, the Close-Out request cannot be initiated until a DEP determination has been made. For assistance, contact DEP at NYCSWPTSadmin@dep.nyc.gov
2. Modify inputs to an existing Close-Out Request by clicking its Request ID in the Close-Out Request table.
3. Submit the Close-Out Request for DEP Review and monitor the status of the submission in the Close-Out Request table.

Select an Application for Close-Out: *

Important Note: Once a Close-Out Request has been initiated, the SWPPP can no longer be amended, and all open/draft amendments will be cancelled. If there are any amendments to an Approved Construction Permit under DEP Review, the Close-Out request cannot be initiated until a DEP determination has been made. For assistance, contact DEP at NYCSWPTSadmin@dep.nyc.gov

Next

Lookup records

Request ID	Scenario	Status	CP ID
<input type="checkbox"/> S106025			
<input type="checkbox"/> S106125			
<input type="checkbox"/> S106325			
<input checked="" type="checkbox"/> S121425	Scenario 1: ESC-Only, Full Close-Out (Submitted, in	Action Required Status	CP-0000331
<input type="checkbox"/> S221525			

Select Cancel Remove value

Step I: Draft a Close-Out Request Form

Steps in SWPTS

How:

1. Log into SWPTS, as project Developer.
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.
5. **A new blank Close-Out Request will be generated for the project.** →

The screenshot shows the 'Edit the Close-Out Request' interface in the NYC Environmental Protection SWPTS system. The page has a dark blue header with the NYC logo and navigation links: Home, My Applications, My Account, Contact Us, and Sign Out. The main content area is titled 'Edit the Close-Out Request' and is divided into a left sidebar and a main form area.

Request ID: CR-000094

Step 1: Review Project Information & Select Termination Reason

The Close-Out Request is a pre-requisite to submitting your project Notice of Termination and (if applicable) Stormwater Maintenance Permit. Review the information below to ensure you are submitting the Close-Out Request for the correct project and provide the project termination reason.

Application ID: S100226 **Close-Out Request Status:** Draft

Project/Site Name: WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step II (Approved)

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)?

No

Pending Inspection?
The above checkbox serves to inform you that DEP is attempting to schedule a Close-Out Inspection for this project. Please look out for an email from a DEP staff member with further instructions. If you have already scheduled your inspection with DEP, no further action is required.

Project Termination Reason

1.01 Please choose the Reason for Termination: *

Select

1.02 Date Final Stabilization Completed: *

M/D/YYYY

1.03 Additional Information/Explanation: *

Save

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

Step II: Complete Close-Out Request Form

Pre-Conditions & Stakeholders

When: Close-Out Request has been drafted

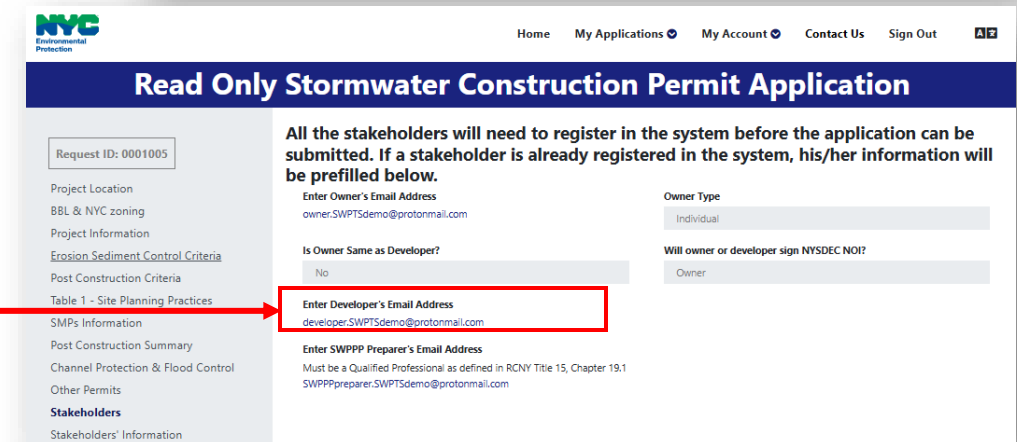
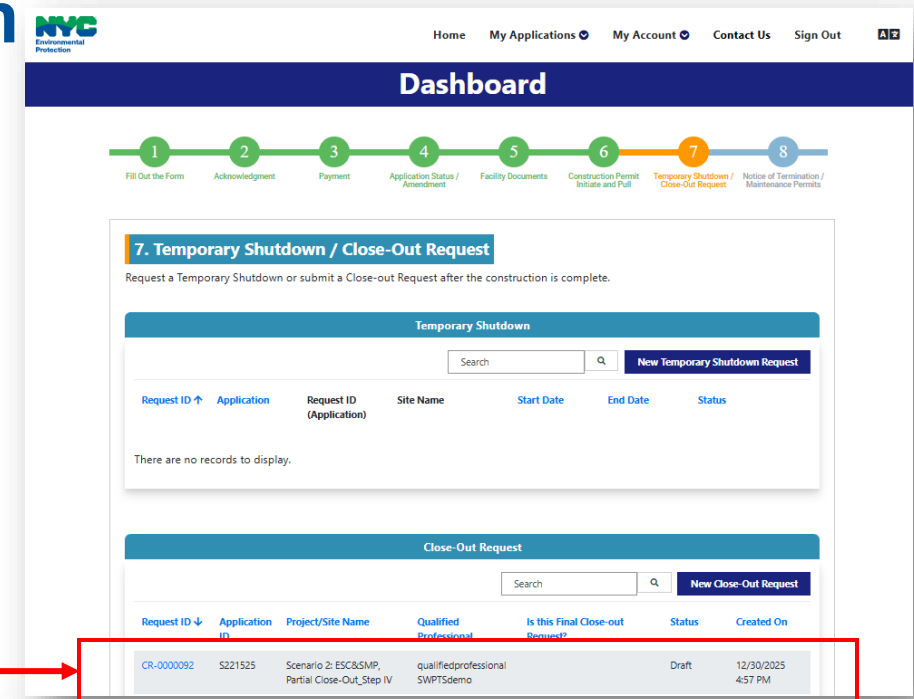
Who can Edit:

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

Who can View:

- Owner listed on the SWPTS Application
- Contractor listed on the Stormwater Construction Permit
- Qualified Inspector listed on the Stormwater Construction Permit Initiation

***Important Note:** The QP identified by the Developer must be registered as a Professional User in the Stormwater Permitting and Tracking System (SWPTS). The QP can only edit the Close-Out form once the Developer has created the Close-Out Request and assigned the QP in Step 2 of the form.



Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 1: Review Project Information & Select Termination Reason

- Project Information will auto-populate based on the Approved SWPPP Application.
- The “Pending Inspections?” checkbox will inform you that DEP is attempting to schedule a Close-Out Inspection for your project.
- Questions 1.01 through 1.03, must be completed to detail reason for termination, date of final stabilization, and any additional information.

Request ID: CR-0000090

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 1: Review Project Information & Select Termination Reason

The Close-Out Request is a pre-requisite to submitting your project Notice of Termination and (if applicable) Stormwater Maintenance Permit. Review the information below to ensure you are submitting the Close-Out Request for the correct project and provide the project termination reason.

Application ID S121425 **Close-Out Request Status** Draft

Project/Site Name
Scenario 1: ESC-Only, Full Close-Out (Submitted, In Action Required Status)

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)?
No

Pending Inspection?
The above checkbox serves to inform you that DEP is attempting to schedule a Close-Out Inspection for this project. Please look out for an email from a DEP staff member with further instructions. If you have already scheduled your inspection with DEP, no further action is required.

Project Termination Reason

1.01 Please choose the Reason for Termination: *
Select

1.02 Date Final Stabilization Completed: *
M/D/YYYY

1.03 Additional Information/Explanation: *

Save

Tip: Click “Save” frequently as you fill out the Close-Out Request Form to avoid losing your progress.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 2: Assign Qualified Professional

- Developer must assign a Qualified Professional* to support the Close-Out Process
- When a valid email is inputted, a green checkmark will appear.
- After “Save” is clicked, the listed QP will receive an email and will have edit access to the Close-Out Request form.

***Important Note:** The QP identified by the Developer must be registered as a Professional User in the Stormwater Permitting and Tracking System (SWPTS). Typically, the Qualified Professional listed in this field is consistent with the guidance below:

- For project without SMPs, the Qualified Professional who completes the eNOT Qualified Inspector Certification Final Stabilization is listed
- For project with SMPs, the Qualified Professional who completes the eNOT Qualified Inspector Certification SMPs is listed

For more information on the Close-Out Stakeholder responsibilities, refer to the [Construction Close-Out Process Pain Point Workshop Slides](#).

NYC Environmental Protection

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Edit the Close-Out Request

Request ID: CR-000092

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional

Step 3.a: Update & Subdivide Project Areas

Step 3.b: Update SMP Data

Step 4: Upload Documents

Step 5: Confirm Final Close-Out Data

Enter the email address of the Qualified Professional responsible for supporting the Developer in submitting the Close-Out Request.

The email address entered must be associated with a registered SWPTS account that has Professional User status. Once you enter the email and click "Save Draft", the listed QP will receive an email notification and gain Edit-Access to this form. If you then change the QP, the formerly listed Stakeholder will lose access to the form and new Stakeholder will gain access to the form. Both Stakeholders will receive an email notification about this change.

Note: Typically, the Qualified Professional listed in this field is consistent with the guidance below:

- For project without SMPs, the Qualified Professional who completes the eNOT Qualified Inspector Certification Final Stabilization is listed
- For project with SMPs, the Qualified Professional who completes the eNOT Qualified Inspector Certification SMPs is listed

2.01 Qualified Professional Email *

Note: Must be a registered Professional User in SWPTS.

Save

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Edit the Close-Out Request

Request ID: CR-000092

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional

Step 3.a: Update & Subdivide Project Areas

Step 3.b: Update SMP Data

Step 4: Upload Documents

Step 5: Confirm Final Close-Out Data

Enter the email address of the Qualified Professional responsible for supporting the Developer in submitting the Close-Out Request.

The email address entered must be associated with a registered SWPTS account that has Professional User status. Once you enter the email and click "Save Draft", the listed QP will receive an email notification and gain Edit-Access to this form. If you then change the QP, the formerly listed Stakeholder will lose access to the form and new Stakeholder will gain access to the form. Both Stakeholders will receive an email notification about this change.

Note: Typically, the Qualified Professional listed in this field is consistent with the guidance below:

- For project without SMPs, the Qualified Professional who completes the eNOT Qualified Inspector Certification Final Stabilization is listed
- For project with SMPs, the Qualified Professional who completes the eNOT Qualified Inspector Certification SMPs is listed

2.01 Qualified Professional Email *

qualifiedprofessional_SWPTSdemo@protonmail.com

Note: Must be a registered Professional User in SWPTS.

Save

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- BBL/ROW Code data will be imported from the Application

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Edit the Close-Out Request

Request ID: CR-0000090

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

This section is intended to ensure that every area of the project is associated with the correct Borough-Block-Lot (BBL) Number or Right-of-Way (ROW) Code.

Please note that, if your project proposes SMPs, in subsequent sections of this Close-Out Request form, you will need to associate each SMP and Close-Out Documentation with the correct BBL or ROW Code. You may Add, Edit, and Delete BBLs and ROW Codes using the action buttons in this section.

In addition, if some portions of your site are ready for Close-Out while others are still in construction, this section may be used to split your project areas into separate Close-Out Requests. This can be done using the "Ready for Close-Out" dropdown section in each BBL / ROW Code data input window, which has the following impacts:

- BBL / ROW Codes marked "Yes" under the "Ready for Close-Out" column will be Submitted with this Close-Out Request submission and sent for DEP review. When the Close-Out Request is approved, Draft NOT/MPs will be generated for the BBL / ROW Codes included.
- BBL / ROW Codes marked "No" under the "Ready for Close-Out" column will **not** be Submitted with this Close-Out Request submission. When you submit your Close-Out Request, the rows marked "No" will be copied to a separate Close-Out Request Draft and may be edited prior to the next submission.

Add New BBL / ROW Code

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?
1000000001	C5-3	40.71267	-74.00825		No

Save

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- BBL/ROW Code data will be imported from the Application
- You may add, edit, or delete BBL/ROW Codes to reflect project areas that have been subdivided or modified during construction.

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Edit the Close-Out Request

Request ID: CR-0000090

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 3.a: Update & Subdivide Project Areas

This section is intended to ensure that every area of the project is associated with the correct Borough-Block-Lot (BBL) Number or Right-of-Way (ROW) Code.

Please note that, if your project proposes SMPs, in subsequent sections of this Close-Out Request form, you will need to associate each SMP and Close-Out Documentation with the correct BBL or ROW Code. You may Add, Edit, and Delete BBLs and ROW Codes using the action buttons in this section.

In addition, if some portions of your site are ready for Close-Out while others are still in construction, this section may be used to split your project areas into separate Close-Out Requests. This can be done using the "Ready for Close-Out" dropdown section in each BBL / ROW Code data input window, which has the following impacts:

- BBL / ROW Codes marked "Yes" under the "Ready for Close-Out" column will be Submitted with this Close-Out Request submission and sent for DEP review. When the Close-Out Request is approved, Draft NOT/MPs will be generated for the BBL / ROW Codes included.
- BBL / ROW Codes marked "No" under the "Ready for Close-Out" column will not be Submitted with this Close-Out Request submission. When you submit your Close-Out Request, the rows marked "No" will be copied to a separate Close-Out Request Draft and may be edited prior to the next submission.

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to	SMP?	Ready for	
1000000001	C5-3	40.71267	-74.00825	No		Yes	Add New BBL / ROW Code Edit BBL/ROW Code View BBL/ROW Code Delete BBL/ROW Code

Save

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- BBL/ROW Code data will be imported from the Application.
- You may add, edit, or delete BBL/ROW Codes to reflect project areas that have been subdivided or modified during construction.
- Click into each BBL/ROW Code to fill in required fields and edit data as needed.

Request ID: CR-0000090

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 3.a: Update & Subdivide Project Areas

This section is intended to ensure that every area of the project is associated with the correct Borough-Block-Lot (BBL) Number or Right-of-Way (ROW) Code.

Please note that, if your project proposes SMPs, in subsequent sections of this Close-Out Request form, you will need to associate each SMP and Close-Out Documentation with the correct BBL or ROW Code. You may Add, Edit, and Delete BBLs and ROW Codes using the action buttons in this section.

In addition, if some portions of your site are ready for Close-Out Requests. This can be done using the "Ready for Close-Out" button.

- BBL / ROW Codes marked "Yes" under the "Ready for Close-Out" column will be included in the Close-Out Request if approved, Draft NOT
- BBL / ROW Codes marked "No" under the "Ready for Close-Out" column will not be included in the Close-Out Request, the rows marked "No" will

BBL/ROW Code	NYC Zoning
100000001	C5-3

Edit BBL/ROW Code Details

Select Area Type *

BBL/ROW Code

NYC Zoning *

Latitude *

Longitude *

Does this lot/ROW area drain to an SMP? *

Ready for Close-Out? *

Update BBL

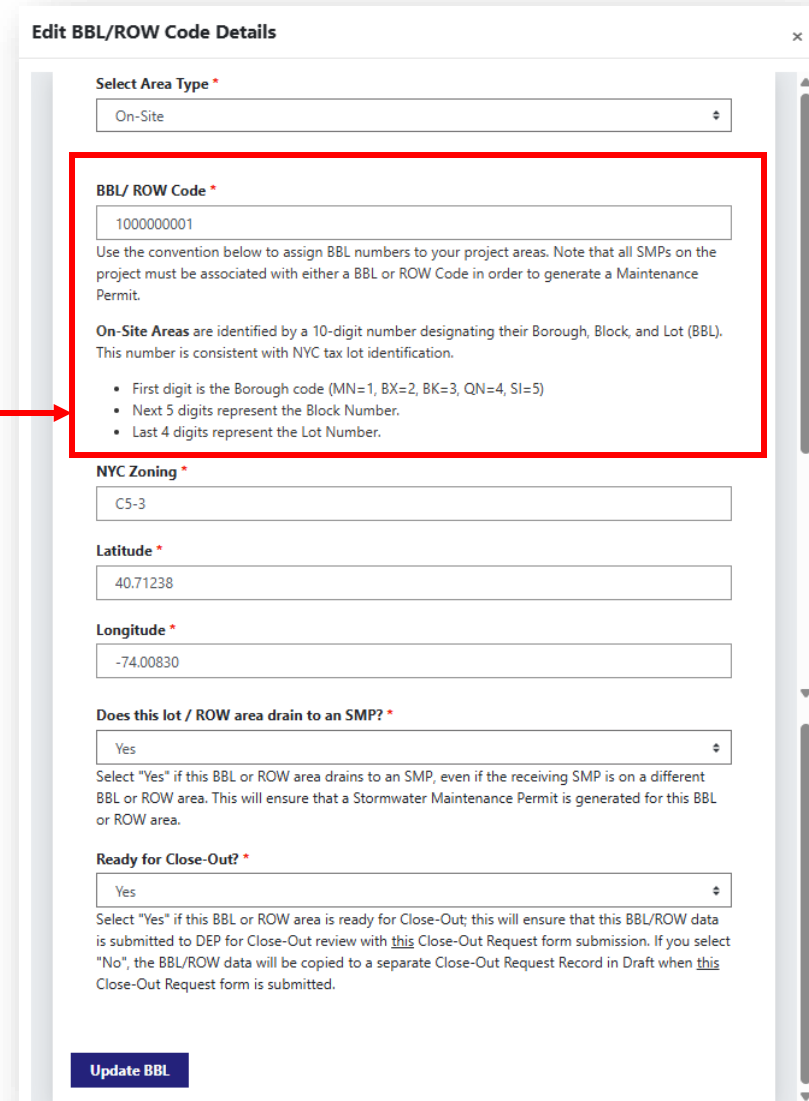
Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- **Area Type** must be defined for each BBL/ROW Code
 - *On-Site Areas* must be identified by a 10-digit BBL number



Edit BBL/ROW Code Details

Select Area Type *

On-Site

BBL/ROW Code *

1000000001

Use the convention below to assign BBL numbers to your project areas. Note that all SMPs on the project must be associated with either a BBL or ROW Code in order to generate a Maintenance Permit.

On-Site Areas are identified by a 10-digit number designating their Borough, Block, and Lot (BBL). This number is consistent with NYC tax lot identification.

- First digit is the Borough code (MN=1, BX=2, BK=3, QN=4, SI=5)
- Next 5 digits represent the Block Number.
- Last 4 digits represent the Lot Number.

NYC Zoning *

C5-3

Latitude *

40.71238

Longitude *

-74.00830

Does this lot / ROW area drain to an SMP? *

Yes

Select "Yes" if this BBL or ROW area drains to an SMP, even if the receiving SMP is on a different BBL or ROW area. This will ensure that a Stormwater Maintenance Permit is generated for this BBL or ROW area.

Ready for Close-Out? *

Yes

Select "Yes" if this BBL or ROW area is ready for Close-Out; this will ensure that this BBL/ROW data is submitted to DEP for Close-Out review with [this](#) Close-Out Request form submission. If you select "No", the BBL/ROW data will be copied to a separate Close-Out Request Record in Draft when [this](#) Close-Out Request form is submitted.

Update BBL

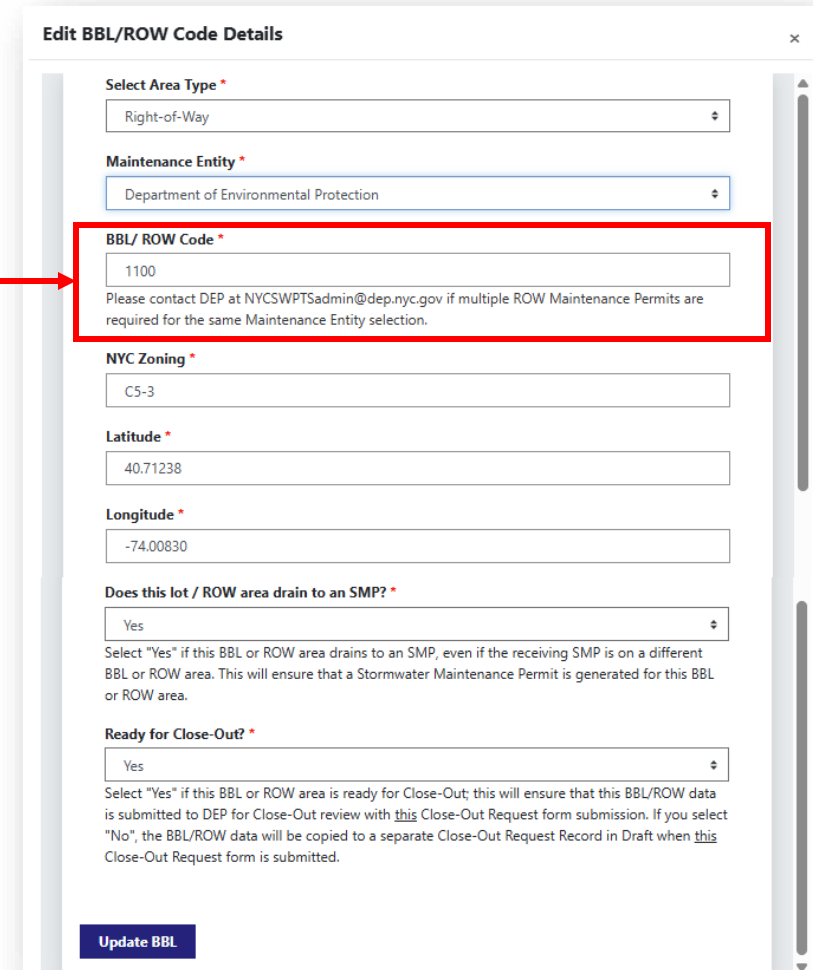
Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- **Area Type** must be defined for each BBL/ROW Code
 - *On-Site Areas* must be identified by a 10-digit BBL number
 - *Right-of-Way Areas* must identify a Maintenance Entity; this will auto-populate the correct ROW Code



Edit BBL/ROW Code Details

Select Area Type *
Right-of-Way

Maintenance Entity *
Department of Environmental Protection

BBL/ROW Code *
1100
Please contact DEP at NYC SWPTSadmin@dep.nyc.gov if multiple ROW Maintenance Permits are required for the same Maintenance Entity selection.

NYC Zoning *
C5-3

Latitude *
40.71238

Longitude *
-74.00830

Does this lot / ROW area drain to an SMP? *
Yes

Ready for Close-Out? *
Yes

Update BBL

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- **Area Type** must be defined for each BBL/ROW Code
- **NYC Zoning, Latitude, and Longitude**, are required fields whose data is pulled in from the Application; update as needed

Edit BBL/ROW Code Details

Select Area Type *
Right-of-Way

Maintenance Entity *
Department of Environmental Protection

BBL/ROW Code *
1100
Please contact DEP at NYCSWPTAdmin@dep.nyc.gov if multiple ROW Maintenance Permits are required for the same Maintenance Entity selection.

NYC Zoning *
C5-3

Latitude *
40.71238

Longitude *
-74.00830

Does this lot / ROW area drain to an SMP? *
Yes
Select "Yes" if this BBL or ROW area drains to an SMP, even if the receiving SMP is on a different BBL or ROW area. This will ensure that a Stormwater Maintenance Permit is generated for this BBL or ROW area.

Ready for Close-Out? *
Yes
Select "Yes" if this BBL or ROW area is ready for Close-Out; this will ensure that this BBL/ROW data is submitted to DEP for Close-Out review with [this](#) Close-Out Request form submission. If you select "No", the BBL/ROW data will be copied to a separate Close-Out Request Record in Draft when [this](#) Close-Out Request form is submitted.

Update BBL

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- **Area Type** must be defined for each BBL/ROW Code
- **NYC Zoning, Latitude, and Longitude**, are required fields whose data is pulled in from the Application; update as needed
- **Does this lot / ROW area drain to an SMP?** is intended to ensure a Maintenance Permit is generated for all areas that drain to SMPs
 - Mark “Yes” when:
 - ✓ There is an SMP on the lot / in the ROW area
 - ✓ The lot / ROW area drains to an SMP that is outside of its boundaries*
 - Otherwise, mark “No” to identify the area as ESC-Only.

Edit BBL/ROW Code Details

Select Area Type *
Right-of-Way

Maintenance Entity *
Department of Environmental Protection

BBL/ROW Code *
1100
Please contact DEP at NYCSWPTSadmin@dep.nyc.gov if multiple ROW Maintenance Permits are required for the same Maintenance Entity selection.

NYC Zoning *
C5-3

Latitude *
40.71238

Longitude *
-74.00830

Does this lot / ROW area drain to an SMP? *
Yes
Select "Yes" if this BBL or ROW area drains to an SMP, even if the receiving SMP is on a different BBL or ROW area. This will ensure that a Stormwater Maintenance Permit is generated for this BBL or ROW area.

Ready for Close-Out? *
Yes
Select "Yes" if this BBL or ROW area is ready for Close-Out; this will ensure that this BBL/ROW data is submitted to DEP for Close-Out review with [this](#) Close-Out Request form submission. If you select "No", the BBL/ROW data will be copied to a separate Close-Out Request Record in Draft when [this](#) Close-Out Request form is submitted.

Update BBL

***Important Note:** When a lot/ROW area drains to an SMP that is outside of its lot/ROW area boundaries, the Close-Out Request for that lot/ROW area will require documents associated with that SMP. For example, the QI reports, as-builts, and O&M manual. Additional information regarding this scenario is detailed in under “Step 4: Upload Documents”.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- **Area Type** must be defined for each BBL/ROW Code
- **NYC Zoning, Latitude, and Longitude**, are required fields whose data is pulled in from the Application; update as needed
- **Does this lot / ROW area drain to an SMP?** is intended to ensure a Maintenance Permit is generated for all areas that drain to SMPs
- **Ready for Close-Out?** is intended to enable projects to request a *Full or Partial Close-Out* *.

Edit BBL/ROW Code Details

Select Area Type *
Right-of-Way

Maintenance Entity *
Department of Environmental Protection

BBL/ROW Code *
1100
Please contact DEP at NYCSWPTSadmin@dep.nyc.gov if multiple ROW Maintenance Permits are required for the same Maintenance Entity selection.

NYC Zoning *
C5-3

Latitude *
40.71238

Longitude *
-74.00830

Does this lot / ROW area drain to an SMP? *
Yes
Select "Yes" if this BBL or ROW area drains to an SMP, even if the receiving SMP is on a different BBL or ROW area. This will ensure that a Stormwater Maintenance Permit is generated for this BBL or ROW area.

Ready for Close-Out? *
Yes
Select "Yes" if this BBL or ROW area is ready for Close-Out; this will ensure that this BBL/ROW data is submitted to DEP for Close-Out review with this Close-Out Request form submission. If you select "No", the BBL/ROW data will be copied to a separate Close-Out Request Record in Draft when this Close-Out Request form is submitted.

Update BBL

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- **Area Type** must be defined for each BBL/ROW Code
- **NYC Zoning, Latitude, and Longitude**, are required fields whose data is pulled in from the Application; update as needed
- **Does this lot / ROW area drain to an SMP?** is intended to ensure a Maintenance Permit is generated for all areas that drain to SMPs
- **Ready for Close-Out?** is intended to enable projects to request a *Full or Partial Close-Out**.
 - *Full Close-Out:* Mark all BBL/ROW Codes as “Yes” at the time the first CR is being submitted
 - Applies to most projects
 - When the CR is submitted, all BBL / ROW Codes are sent to DEP for review

Request ID: CR-0000122

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

This section is intended to ensure that every area of the project is associated with the correct Borough-Block-Lot (BBL) Number or Right-of-Way (ROW) Code.

Please note that, if your project proposes SMPs, in subsequent sections of this Close-Out Request form, you will need to associate each SMP and Close-Out Documentation with the correct BBL or ROW Code. You may Add, Edit, and Delete BBLs and ROW Codes using the action buttons in this section.

In addition, if some portions of your site are ready for Close-Out while others are still in construction, this section may be used to split your project areas into separate Close-Out Requests. This can be done using the "Ready for Close-Out" dropdown section in each BBL / ROW Code data input window, which has the following impacts:

- BBL / ROW Codes marked "Yes" under the "Ready for Close-Out" column will be Submitted with this Close-Out Request submission and sent for DEP review. When the Close-Out Request is approved, Draft NOT/MPs will be generated for the BBL / ROW Codes included.
- BBL / ROW Codes marked "No" under the "Ready for Close-Out" column will not be Submitted with this Close-Out Request submission. When you submit your Close-Out Request, the rows marked "No" will be copied to a separate Close-Out Request Draft and may be edited prior to the next submission.

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?	
2000000001	C5-3	40.71333	-74.00830	Yes	Yes	<input checked="" type="checkbox"/>
2000000002	C5-3	40.71267	-74.00825	Yes	Yes	<input checked="" type="checkbox"/>

Save

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.a: Update & Subdivide Project Areas

- **Area Type** must be defined for each BBL/ROW Code
- **NYC Zoning, Latitude, and Longitude**, are required fields whose data is pulled in from the Application; update as needed
- **Does this lot / ROW area drain to an SMP?** is intended to ensure a Maintenance Permit is generated for all areas that drain to SMPs
- **Ready for Close-Out?** is intended to enable projects to request a *Full or Partial Close-Out**.
 - *Full Close-Out:* Mark all BBL/ROW Codes as “Yes” at the time the first CR is being submitted
 - Applies to most projects
 - When the CR is submitted, all BBL / ROW Codes are sent to DEP for review
 - *Partial Close-Out:* Mark some BBL/ROW Codes as “Yes” at the time the first CR is being submitted and some as “No”
 - Applies in some cases to large sub-divisions
 - When the CR is submitted, BBL / ROW Codes marked “Yes” are sent to DEP for review while those marked “No” are moved to a separate Draft CR

Request ID: CR-0000122

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Edit the Close-Out Request

Step 3.a: Update & Subdivide Project Areas

This section is intended to ensure that every area of the project is associated with the correct Borough-Block-Lot (BBL) Number or Right-of-Way (ROW) Code.

Please note that, if your project proposes SMPs, in subsequent sections of this Close-Out Request form, you will need to associate each SMP and Close-Out Documentation with the correct BBL or ROW Code. You may Add, Edit, and Delete BBLs and ROW Codes using the action buttons in this section.

In addition, if some portions of your site are ready for Close-Out while others are still in construction, this section may be used to split your project areas into separate Close-Out Requests. This can be done using the “Ready for Close-Out” dropdown section in each BBL / ROW Code data input window, which has the following impacts:

- BBL / ROW Codes marked “Yes” under the “Ready for Close-Out” column will be Submitted with this Close-Out Request submission and sent for DEP review. When the Close-Out Request is approved, Draft NOT/MPs will be generated for the BBL / ROW Codes included.
- BBL / ROW Codes marked “No” under the “Ready for Close-Out” column will not be Submitted with this Close-Out Request submission. When you submit your Close-Out Request, the rows marked “No” will be copied to a separate Close-Out Request Draft and may be edited prior to the next submission.

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?
2000000001	C5-3	40.71333	-74.00830	Yes	Yes
2000000002	C5-3	40.71267	-74.00825	Yes	No

[Add New BBL / ROW Code](#)

[Save](#)

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- This step applies only to ESC&SMP Projects. It is hidden for ESC-Only projects.

Request ID: CR-000090

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

This section is intended to ensure that every area of the project is associated with the correct Borough-Block-Lot (BBL) Number or Right-of-Way (ROW) Code.

Please note that, if your project proposes SMPs, in subsequent sections of this Close-Out Request form, you will need to associate each SMP and Close-Out Documentation with the correct BBL or ROW Code. You may Add, Edit, and Delete BBLs and ROW Codes using the action buttons in this section.

In addition, if some portions of your site are ready for Close-Out while others are still in construction, this section may be used to split your project areas into separate Close-Out Requests. This can be done using the "Ready for Close-Out" dropdown section in each BBL / ROW Code data input window, which has the following impacts:

- BBL / ROW Codes marked "Yes" under the "Ready for Close-Out" column will be Submitted with this Close-Out Request submission and sent for DEP review. When the Close-Out Request is approved, Draft NOT/MPs will be generated for the BBL / ROW Codes included.
- BBL / ROW Codes marked "No" under the "Ready for Close-Out" column will not be Submitted with this Close-Out Request submission. When you submit your Close-Out Request, the rows marked "No" will be copied to a separate Close-Out Request Draft and may be edited prior to the next submission.

[Add New BBL / ROW Code](#)

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?
1000000001	C5-3	40.71267	-74.00825		No

Request ID: CR-0000147

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data
DEP Review Comments & Determination Forms

This section is intended to ensure that all SMP data is accurate and all SMPs and their contributing areas are assigned to the area that they manage via either a BBL or ROW Code, in order to generate Maintenance Permits correctly. You may Add, Edit, and Delete SMPs using the action buttons in this section.

[Add New SMP](#)

SMP ID ↑	Sewershed / Area	SMP Type	SMP Classification	Contribution Area	Impervious Area	BBL/ROW Code	
01543	Combined Sewer System (CSS) - On Site	Conservation Natural Areas	RRv - Area Reduction Techniques	1,000.00	1,000.00	1000000000	Edit SMP
01544	Municipal Separate Sewer System (MS4) - On Site	Conservation Natural Areas	RRv - Area Reduction Techniques	2,000.00	2,000.00	2000000000	View SMP
01546	Municipal Separate Sewer System (MS4) - Right-of-Way (ROW)	Precast Porous Concrete Panels	Retention	1,200.00	1,200.00	1200	Delete SMP

Note: SMP design must comply with the requirements outlined in the NYC Stormwater Manual, which can be obtained from the [NYC DEP Stormwater Permits website](#).

[Save](#)

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- This step applies only to ESC&SMP Projects. It is hidden for ESC-Only projects.
- You may add, edit, or delete SMPs to reflect minor changes made during construction.*

Request ID: CR-0000147

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data
DEP Review Comments & Determination Form

This section is intended to ensure that all SMP data is accurate and all SMPs and their contributing areas are assigned to the area that they manage via either a BBL or ROW Code, in order to generate Maintenance Permits correctly. You may Add, Edit, and Delete SMPs using the action buttons in this section.

SMP ID ↑	Sewershed / Area	SMP Type	SMP Classification	Contribution Area	Impervious Area	BBL/ROW Code	
01543	Combined Sewer System (CSS) - On Site	Conservation Natural Areas	RRv - Area Reduction Techniques	1,000.00	1,000.00	1000000000	⌵
01544	Municipal Separate Sewer System (MS4) - On Site	Conservation Natural Areas	RRv - Area Reduction Techniques	2,000.00	2,000.00	2000000000	⌵
01546	Municipal Separate Sewer System (MS4) - Right-of-Way (ROW)	Precast Porous Concrete Panels	Retention	1,200.00	1,200.00	1200	⌵

Note: SMP design must comply with the requirements outlined in the NYC Stormwater Manual, which can be obtained from the [NYC DEP Stormwater Permits website](#).

Save

***Important Note:** Only minor SMP changes can be accommodated during Close-Out. A major amendment to the Application is required prior to starting the Close-Out process 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.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- This step applies only to ESC&SMP Projects. It is hidden for ESC-Only projects.
- You may add, edit, or delete SMPs to reflect minor changes made during construction. *
- Click into each SMP ID to fill in required fields and edit data as needed

***Important Note:** Only minor SMP changes can be accommodated during Close-Out. A major amendment to the Application is required prior to starting the Close-Out process 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.

Request ID: CR-0000091

Step 3.b: Update SMP Data

This section is intended to ensure that all SMP data is accurate and a ROW Code, in order to generate Maintenance Permits correctly. You

SMP ID	Sewershed / Area	SMP Type	SMP Clas
01421	System (CSS) - On Site	planter	Rete
01422	Combined Sewer System (CSS) - On Site	Green roof	Tier Rete
01423	Combined Sewer System (CSS) - On Site	Green roof	Tier Rete
01424	Combined Sewer System (CSS) - On Site	Green roof	Tier Rete
01425	Combined Sewer System (CSS) - On Site	Stormwater planter	Tier Rete
01426	Combined Sewer System (CSS) - On Site	Detention tank	Tier vege Dete
01427	Combined Sewer System (CSS) - On Site	Blue roof	Tier vege Dete
01428	Combined Sewer System (CSS) - On Site	Green roof	Tier Rete

Edit SMP Details

General

Sewershed & Area Type *

- Combined Sewer System (CSS) - On Site
- Municipal Separate Sewer System (MS4) - On Site
- Combined Sewer System (CSS) - Right-of-Way (ROW)
- Municipal Separate Sewer System (MS4) - Right-of-Way (ROW)

SMP Type *

- Conservation Natural Areas
- Sheet flow to Riparian Buffers/Filter Strips
- Tree Planting/preservation
- Disconnection of Rooftop Runoff
- Other Area Reduction Technique
- Vegetated Swale
- Rain garden
- Stormwater planter
- Bioretention
- Green roof
- Dry basin (vegetated retention)
- Grass filter strip
- Other dual function systems with retention capability (vegetated)
- Dry well
- Stormwater gallery
- Stone trench
- Porous pavement
- Synthetic turf field
- Other dual function systems with retention capability (non-vegetated)
- Dry Basin (vegetated detention)
- Constructed wetland
- Other dual function systems with detention capability (vegetated)
- Wet basin/pond
- Subsurface gallery
- Blue roof
- Detention tank
- Other dual function systems with detention capability (non-vegetated)
- Rain tank
- Cistern
- Hydrodynamic
- Wet Vault
- Media Filter
- Other Alternative SMP Technique

SMP Classification

Tier 1 - Vegetated Retention

Units *

Projects disturbing 5 acres or less must submit areas in Square Feet.

Sq. Ft.

Contributing Area *

Impermeous Area *

Latitude *

Longitude *

BBL/ROW Code Where SMP is Located *

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- **SMP Footprint, Latitude, and Longitude** are required fields that must be filled in at Close-Out

General

Sewershed & Area Type *

- Combined Sewer System (CSS) - On Site
- Municipal Separate Sewer System (MS4) - On Site
- Combined Sewer System (CSS) - Right-of-Way (ROW)
- Municipal Separate Sewer System (MS4) - Right-of-Way (ROW)

SMP Type *

- Conservation Natural Areas
- Sheet flow to Riparian Buffers/Filter Strips
- Tree Planting/preservation
- Disconnection of Rooftop Runoff
- Other Area Reduction Technique
- Vegetated Swale
- Rain garden
- Stormwater planter
- Bioretention
- Green roof
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- Dry well
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- Stone trench
- Porous pavement
- Synthetic turf field
- Other dual function systems with retention capability (non-vegetated)
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- Constructed wetland
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- Rain tank
- Cistern
- Hydrodynamic
- Wet Vault
- Media Filter
- Other Alternative SMP Technique

SMP Classification

Tier 1 - Vegetated Retention

Units *

Projects disturbing 5 acres or less **must** submit areas in Square Feet.

SQ. FT.

Contributing Area *

643.00

SMP Footprint *

Note: This field is for informational purpose only and will not be reviewed.

Latitude *

Longitude *

BBL/ROW Code Where SMP is Located *

2000000002

Update SMP

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- **SMP Footprint, Latitude, and Longitude** are required fields that must be filled in at Close-Out
- **BBL/ROW Code where SMP is Located** ties the SMP to an area identified in Step 3.a of the form

General

Sewershed & Area Type *

- Combined Sewer System (CSS) - On Site
- Municipal Separate Sewer System (MS4) - On Site
- Combined Sewer System (CSS) - Right-of-Way (ROW)
- Municipal Separate Sewer System (MS4) - Right-of-Way (ROW)

SMP Type *

- Conservation Natural Areas
- Sheet flow to Riparian Buffers/Filter Strips
- Tree Planting/preservation
- Disconnection of Rooftop Runoff
- Other Area Reduction Technique
- Vegetated Swale
- Rain garden
- Stormwater planter
- Bioretention
- Green roof
- Dry basin (vegetated retention)
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- Other dual function systems with retention capability (vegetated)
- Dry well
- Stormwater gallery
- Stone trench
- Porous pavement
- Synthetic turf field
- Other dual function systems with retention capability (non-vegetated)
- Dry Basin (vegetated detention)
- Constructed wetland
- Other dual function systems with detention capability (vegetated)
- Wet basin/pond
- Subsurface gallery
- Blue roof
- Detention tank
- Other dual function systems with detention capability (non-vegetated)
- Rain tank
- Cistern
- Hydrodynamic
- Wet Vault
- Media Filter
- Other Alternative SMP Technique

SMP Classification

Tier 1 - Vegetated Retention

Units *

Projects disturbing 5 acres or less **must** submit areas in Square Feet.

SQ. FT.

Contributing Area *

643.00

SMP Footprint *

Note: This field is for informational purpose only and will not be reviewed.

Latitude *

Longitude *

BBL/ROW Code Where SMP is Located *

2000000002

Update SMP

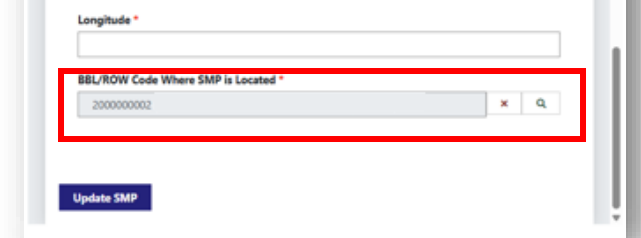
Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- **SMP Footprint, Latitude, and Longitude** are required fields that must be filled in at Close-Out
- **BBL/ROW Code where SMP is Located** ties the SMP to an area identified in Step 3.a of the form
- In the case of a *Partial Close-Out*, the SMP will always follow the BBL/ROW Code



The screenshot shows a portion of a web form. At the top, there is a field labeled 'Longitude *' which is empty. Below it is a field labeled 'BBL/ROW Code Where SMP is Located *' which contains the text '2000000002'. This field is highlighted with a red rectangular border. To the right of the text in this field are small 'x' and 'q' icons. Below the highlighted field is a blue button labeled 'Update SMP'.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- **SMP Footprint, Latitude, and Longitude** are required fields that must be filled in at Close-Out
- **BBL/ROW Code where SMP is Located** ties the SMP to an area identified in Step 3.a of the form
- In the case of a *Partial Close-Out*, the SMP will always follow the BBL/ROW Code
 - If the BBL/ROW Code listed in this field is marked Ready for Close-Out in Step 3.a, the SMP will be submitted to DEP when the working CR is submitted

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?
200000001	C5-3	40.71333	-74.00830	Yes	Yes
200000002	C5-3	40.71267	-74.00825	Yes	No

SMP ID ↑	Sewershed / Area	SMP Type	SMP Classification	Contribution Area	Impervious Area	BBL/ROW Code
01433	Combined Sewer System (CSS) - On Site	Detention tank	Tier 3 - Non-vegetated Detention	6,360.00	6,360.00	200000001
01434	Combined Sewer System (CSS) - On Site	Blue roof	Tier 3 - Non-vegetated Detention	899.00	899.00	200000001
01435	Combined Sewer System (CSS) - On Site	Stormwater planter	Tier 1 - Vegetated Retention	2,804.00	2,804.00	200000002
01436	Combined Sewer System (CSS) - On Site	Green roof	Tier 1 - Vegetated Retention	2,405.00	2,385.00	200000002

Close-Out Request						
Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000100	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest		Draft	1/7/2026 1:31 PM
CR-0000099	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	No	Submitted	1/7/2026 1:15 PM

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 3.b: Update SMP Data

- **SMP Footprint, Latitude, and Longitude** are required fields that must be filled in at Close-Out
- **BBL/ROW Code where SMP is Located** ties the SMP to an area identified in Step 3.a of the form
- In the case of a *Partial Close-Out*, the SMP will always follow the BBL/ROW Code
 - If the BBL/ROW Code listed in this field is marked Ready for Close-Out in Step 3.a, the SMP will be submitted to DEP when the working CR is submitted
 - If the BBL/ROW Code listed in this field is marked Not Ready for Close-Out in Step 3.a, the SMP will be moved to a draft CR when the working CR is submitted

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?
2000000001	C5-3	40.71333	-74.00830	Yes	Yes
2000000002	C5-3	40.71267	-74.00825	Yes	No

SMP ID ↑	Sewershed / Area	SMP Type	SMP Classification	Contribution Area	Impervious Area	BBL/ROW Code
01433	Combined Sewer System (CSS) - On Site	Detention tank	Tier 3 - Non-vegetated Detention	6,360.00	6,360.00	2000000001
01434	Combined Sewer System (CSS) - On Site	Blue roof	Tier 3 - Non-vegetated Detention	899.00	899.00	2000000001
01435	Combined Sewer System (CSS) - On Site	Stormwater planter	Tier 1 - Vegetated Retention	2,804.00	2,804.00	2000000002
01436	Combined Sewer System (CSS) - On Site	Green roof	Tier 1 - Vegetated Retention	2,405.00	2,385.00	2000000002

Close-Out Request						
Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000100	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest		Draft	1/7/2026 1:31 PM
CR-0000099	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	No	Submitted	1/7/2026 1:15 PM

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear

Request ID: CR-0000089

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 4: Upload Documents

This section allows applicants to upload required documents for this Close-Out Request. To ensure documents are saved appropriately, follow the instructions below:

- Upload documents to each Document Type in the "Documents Applicable to All Areas in this Close-Out Request" section first; this will ensure that these documents are associated with each BBL and ROW Area included in this Close-Out Request.
- Upload additional BBL/ROW Code-specific documents to the "Documents Applicable to Individual BBL / ROW Areas"; these will only be saved to the specific BBL/ROW Code to which they were uploaded.
 - Note:** a BBL/ROW Code-specific section will only appear if there is more than one BBL/ROW Code listed on the project.

Important Note: When you submit the Close-Out Request, only BBLs/ROW Codes where "Ready for Close-Out?" is marked as "Yes" will be submitted to DEP. BBLs/ROW Codes where "Ready for Close-Out?" is marked as "No" will be moved to a separate Draft Close-Out Request, and all associated documents will be cleared.

Documents Applicable to All Areas in this Close-Out Request

Display Order ↑	Document Type	Applicability	Number of Files	
1	Cover Letter	Always Required	0	⌵
2	Owner-Operator Notice of Termination Form	Always Required	0	⌵
3	Qualified Inspector Certification of Final Stabilization	Always Required	0	⌵
4	Qualified Inspector Certification of SMPs	Required for Projects with SMPs	0	⌵
5	Most Recent Qualified Inspector Report	Always Required	0	⌵
6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	0	⌵
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	0	⌵
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	0	⌵
9	Operation & Maintenance Manual	Required for Projects with SMPs	0	⌵
10	Sewer Connection Card	Based on Project Scope	0	⌵
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0	⌵
12	Owner Change Request Letter	Based on Project Scope	0	⌵
13	Stormwater Maintenance Easement	Based on Project Scope	0	⌵
14	Re-Submission Cover Letter	Required for Re-Submissions	0	⌵
15	Other Documents	As Needed	0	⌵

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
 - Required documents depend on whether a project is ESC-Only or ESC&SMP*

Important Notes:

*Documents that are “Required for Projects with SMPs” apply even when the SMP is located outside the boundary of that project. In this case, the QI reports, as-builts, and O&M manual will pertain to the drainage systems connected to the off-site SMP. These document requirements apply when a BBL or ROW area has been marked “Yes” under “Drains to SMP?” in Step 3.a. of the Close-Out Request Form.

Request ID: CR-0000089

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional

Step 3.a: Update & Subdivide Project Areas

Step 4: Upload Documents

Step 5: Confirm Final Close-Out Data

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6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	0	📄
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	0	📄
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	0	📄
9	Operation & Maintenance Manual	Required for Projects with SMPs	0	📄
10	Sewer Connection Card	Based on Project Scope	0	📄
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0	📄
12	Owner Change Request Letter	Based on Project Scope	0	📄
13	Stormwater Maintenance Easement	Based on Project Scope	0	📄
14	Re-Submission Cover Letter	Required for Re-Submissions	0	📄
15	Other Documents	As Needed	0	📄

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
 - Required documents depend on whether a project is ESC-Only or ESC&SMP*
 - Some documents are optional in both cases because they depend on other project parameters**

Important Notes:

*Documents that are “Required for Projects with SMPs” apply even when the SMP is located outside the boundary of that project. In this case, the QI reports, as-builts, and O&M manual will pertain to the drainage systems connected to the off-site SMP. These document requirements apply when a BBL or ROW area has been marked “Yes” under “Drains to SMP?” in Step 3.a. of the Close-Out Request Form.

**When a document is listed as “Based on Project Scope”, it is up to the Developer or Qualified Professional to determine whether it is required. Click on the document number for additional information regarding when a document applies.

Request ID: CR-0000089

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional

Step 3.a: Update & Subdivide Project Areas

Step 4: Upload Documents

Step 5: Confirm Final Close-Out Data

Step 4: Upload Documents

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Documents Applicable to All Areas in this Close-Out Request

Display Order ↑	Document Type	Applicability	Number of Files	
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13	Stormwater Maintenance Easement	Based on Project Scope	0	☑
14	Re-Submission Cover Letter	Required for Re-Submissions	0	☑
15	Other Documents	As Needed	0	☑

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
 - Required documents depend on whether a project is ESC-Only or ESC&SMP*
 - Some documents are optional in both cases because they depend on other project parameters**
 - When a Close-Out Request is being Re-Submitted, the “Re-Submission Cover Letter” is required. This will be covered in later sections of the demonstration.

Important Notes:

*Documents that are “Required for Projects with SMPs” apply even when the SMP is located outside the boundary of that project. In this case, the QI reports, as-builts, and O&M manual will pertain to the drainage systems connected to the off-site SMP. These document requirements apply when a BBL or ROW area has been marked “Yes” under “Drains to SMP?” in Step 3.a. of the Close-Out Request Form.

**When a document is listed as “Based on Project Scope”, it is up to the Developer or Qualified Professional to determine whether it is required. Click on the document number for additional information regarding when a document applies.

Request ID: CR-0000089

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

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12	Owner Change Request Letter	Based on Project Scope	0	☑
13	Stormwater Maintenance Easement	Based on Project Scope	0	☑
14	Re-Submission Cover Letter	Required for Re-Submissions	0	☑
15	Other Documents	As Needed	0	☑

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
 - Required documents depend on whether a project is ESC-Only or ESC&SMP*
 - Some documents are optional in both cases because they depend on other project parameters**
 - When a Close-Out Request is being Re-Submitted, the “Re-Submission Cover Letter” is required. This will be covered in later sections of the demonstration.
 - Click into each document for a complete breakdown of content requirements and to upload documents

Important Notes:

*Documents that are “Required for Projects with SMPs” apply even when the SMP is located outside the boundary of that project. In this case, the QI reports, as-builts, and O&M manual will pertain to the drainage systems connected to the off-site SMP. These document requirements apply when a BBL or ROW area has been marked “Yes” under “Drains to SMP?” in Step 3.a. of the Close-Out Request Form.

**When a document is listed as “Based on Project Scope”, it is up to the Developer or Qualified Professional to determine whether it is required. Click on the document number for additional information regarding when a document applies.

Request ID: CR-0000089

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 4: Upload Documents

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2. Upload additional BBL/ROW Code-specific documents to the “Documents Applicable to Individual BBL / ROW Areas”; these will only be saved to the specific BBL/ROW Code to which they were uploaded.
 - a. **Note:** a BBL/ROW Code-specific section will only appear if there is more than one BBL/ROW Code listed on the project.

Important Note: When you submit the Close-Out Request, only BBLs/ROW Codes where “Ready for Close-Out?” is marked as “Yes” will be submitted to DEP. BBLs/ROW Codes where “Ready for Close-Out?” is marked as “No” will be moved to a separate Draft Close-Out Request, and all associated documents will be cleared.

Documents Applicable to All Areas in this Close-Out Request

Display Order ↑	Document Type	Applicability	Number of Files
1	Cover Letter	Always Required	0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

View details

Upload Documents Applicable to all Close-Out Request Areas

As-Built Cover & Contributing Drainage Area Plan

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

Uploaded Documents

There are no notes to display.

Attach a file

Choose Files No file chosen

Save & Close

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
- When a project only has multiple BBL/ROW Code, two document sections will appear
 - One which can be used for documents that need to be saved to all BBL/ROW Codes in the CR
 - One which can be used for documents that need to be saved to specific BBL/ROW Codes in the CR

Request ID: CR-0000102

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional

Step 3.a: Update & Subdivide Project Areas

Step 3.b: Update SMP Data

Step 4: Upload Documents

Step 5: Confirm Final Close-Out Data

Documents Applicable to All Areas in this Close-Out Request

Display Order ↑	Document Type	Applicability	Number of Files	
1	Cover Letter	Always Required	0	☯
2	Owner-Operator Notice of Termination	Always Required	0	☯
3	Qualified Inspector Certification of Final Stabilization	Always Required	0	☯
4	Qualified Inspector Certification of SMPs	Required for Projects with SMPs	0	☯
5	Most Recent Qualified Inspector Report	Always Required	0	☯
6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	0	☯
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	0	☯
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	0	☯
9	Operation & Maintenance Manual	Required for Projects with SMPs	0	☯
10	Sewer Connection Card	Based on Project Scope	0	☯
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0	☯
12	Owner Change Request Letter	Based on Project Scope	0	☯
13	Stormwater Maintenance Easement	Based on Project Scope	0	☯
14	Re-Submission Cover Letter	Required for Re-Submissions	0	☯
15	Other Documents	As Needed	0	☯

Documents Applicable to Individual BBL / ROW Code

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?	
2000000002	C5-3	40.71222	-74.00222	Yes	No	☯
2000000001	C5-3	40.71267	-74.00825	Yes	Yes	☯

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
- When a project only has multiple BBL/ROW Code, two document sections will appear
 - One which can be used for documents that need to be saved to all BBL/ROW Codes in the CR
 - One which can be used for documents that need to be saved to specific BBL/ROW Codes in the CR

Request ID: CR-0000102

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional

Step 3.a: Update & Subdivide Project Areas

Step 3.b: Update SMP Data

Step 4: Upload Documents

Step 5: Confirm Final Close-Out Data

Documents Applicable to All Areas in this Close-Out Request

Display Order ↑	Document Type	Applicability	Number of Files	
1	Cover Letter	Always Required	0	☯
2	Owner-Operator Notice of Termination	Always Required	0	☯
3	Qualified Inspector Certification of Final Stabilization	Always Required	0	☯
4	Qualified Inspector Certification of SMPs	Required for Projects with SMPs	0	☯
5	Most Recent Qualified Inspector Report	Always Required	0	☯
6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	0	☯
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	0	☯
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	0	☯
9	Operation & Maintenance Manual	Required for Projects with SMPs	0	☯
10	Sewer Connection Card	Based on Project Scope	0	☯
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0	☯
12	Owner Change Request Letter	Based on Project Scope	0	☯
13	Stormwater Maintenance Easement	Based on Project Scope	0	☯
14	Re-Submission Cover Letter	Required for Re-Submissions	0	☯
15	Other Documents	As Needed	0	☯

Documents Applicable to Individual BBL / ROW Code

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?	
2000000002	C5-3	40.71222	-74.00222	Yes	No	☯
2000000001	C5-3	40.71267	-74.00825	Yes	Yes	☯

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
- When a project only has multiple BBL/ROW Code, two document sections will appear
 - One which can be used for documents that need to be saved to all BBL/ROW Codes in the CR
 - One which can be used for documents that need to be saved to specific BBL/ROW Codes in the CR
 - Click on a BBL/ROW Code Number to reveal the area-specific document list

The screenshot displays the SWPTS interface for a Close-Out Request (CR) with ID CR-0000102. The main navigation pane on the left lists five steps: 1. Review Project Information & Select Termination Reason, 2. Assign Qualified Professional, 3.a. Update & Subdivide Project Areas, 3.b. Update SMP Data, and 4. Upload Documents (highlighted in blue). Step 5 is Confirm Final Close-Out Data.

The central pane shows a table titled "Documents Applicable to" with 15 rows of document types. A red box highlights the BBL/ROW Code "200000001" in the bottom row of this table. A red arrow points from this code to a secondary "View details" window on the right.

The "View details" window is titled "Upload Documents Applicable to Individual BBL / ROW Code" and shows a form for "CR BBL/ROW Code *" with the value "200000001" entered. Below this is a table with columns: Display Order, Document Type, Applicability, Total Files, and a dropdown arrow.

Display Order	Document Type	Applicability	Total Files	
1	Cover Letter	Always Required	0	⌵
2	Owner-Operator Notice of Termination	Always Required	0	⌵
3	Qualified Inspector Certification of Final Stabilization	Always Required	0	⌵
4	Qualified Inspector Certification of SMPs	Required for Projects with SMPs	0	⌵
5	Most Recent Qualified Inspector Report	Always Required	0	⌵
6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	0	⌵
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	0	⌵
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	0	⌵
9	Operation & Maintenance Manual	Required for Projects with SMPs	0	⌵
10	Sewer Connection Card	Based on Project Scope	0	⌵
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0	⌵
12	Owner Change Request Letter	Based on Project Scope	0	⌵
13	Stormwater Maintenance Easement	Based on Project Scope	0	⌵
15	Other Documents	As Needed	0	⌵

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
- When a project only has multiple BBL/ROW Code, two document sections will appear
 - One which can be used for documents that need to be saved to all BBL/ROW Codes in the CR
 - One which can be used for documents that need to be saved to specific BBL/ROW Codes in the CR
 - Click on a BBL/ROW Code Number to reveal the area-specific document list
 - Documents uploaded to the first table will be copied to each BBL/ROW Code

Request ID: CR-0000102

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Display Order ↑	Document Type
1	Cover Letter
2	Owner-Operated Termination
3	Qualified Insp of Final Stabilization
4	Qualified Insp of SMPs
5	Most Recent Close-Out Report
6	As-Built Cover Drainage Areas
7	As-Built Drainage Plan
8	As-Built SMP Certification Form
9	Operation & Maintenance Manual
10	Sewer Connection
11	NYC Stormwater Appendix H
12	Owner Change Request Letter
13	Stormwater Maintenance Easement
14	Re-Submission
15	Other Documents

Documents Applicable to

BBL/ROW Code	NYC Zoning
2000000002	C5-3
2000000001	C5-3

View details

Upload Documents Applicable to Individual BBL / ROW Code

CR BBL/ROW Code *
2000000001

Display Order ↑ Document Type Applicability Total Files

View details

Upload Documents Applicable to this BBL / ROW Code

Cover Letter

Refer to the NYC DEP Project Close-Out Cover Letter template.

Uploaded Documents

There are no notes to display.

Attach a file

Choose Files No file chosen

Documents Applicable to All Areas in this Close-Out Request

1. 1. Cover Letter.pdf

Save & Close

Document Type	Applicability	Total Files
NYC Stormwater Manual Appendix H	Based on Project Scope	0
Owner Change Request Letter	Based on Project Scope	0
Stormwater Maintenance Easement	Based on Project Scope	0
Other Documents	As Needed	0

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
- When a project only has multiple BBL/ROW Code, two document sections will appear
 - One which can be used for documents that need to be saved to all BBL/ROW Codes in the CR
 - One which can be used for documents that need to be saved to specific BBL/ROW Codes in the CR
 - Click on a BBL/ROW Code Number to reveal the area-specific document list
 - Documents uploaded to the first table will be copied to each BBL/ROW Code
 - Documents uploaded to a specific BBL/ROW Code will not be copied to any others

Request ID: CR-0000102

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Display Order ↑	Document Type
1	Cover Letter
2	Owner-Operated Termination
3	Qualified Insp of Final Stabilization
4	Qualified Insp of SMPs
5	Most Recent Closure Report
6	As-Built Cover Drainage Area
7	As-Built Drain Plan
8	As-Built SMP Certification Form
9	Operation & Maintenance Manual
10	Sewer Connection
11	NYC Stormwater Manual Appendix H
12	Owner Change Request Letter
13	Stormwater Maintenance Easement
14	Re-Submission
15	Other Documents

Documents Applicable to

BBL/ROW Code	NYC Zoning
2000000002	C5-3
2000000001	C5-3

View details

Upload Documents Applicable to Individual BBL / ROW Code

CR BBL/ROW Code *
2000000001

Display Order ↑	Document Type	Applicability	Total Files
1	View details		
2	Upload Documents Applicable to this BBL / ROW Code		
3	Cover Letter		
4	Refer to the NYC DEP Project Close-Out Cover Letter template.		
5	Uploaded Documents		
6	There are no notes to display.		
7	Attach a file		
8	Choose Files No file chosen		
9	Documents Applicable to All Areas in this Close-Out Request		
10	1. 1. Cover Letter.pdf		
11	Save & Close		
12	NYC Stormwater Manual Appendix H	Based on Project Scope	0
13	Owner Change Request Letter	Based on Project Scope	0
14	Stormwater Maintenance Easement	Based on Project Scope	0
15	Other Documents	As Needed	0

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 4: Upload Documents

- When a project only has one BBL/ROW Code, a single document table will appear
- When a project only has multiple BBL/ROW Code, two document sections will appear
 - One which can be used for documents that need to be saved to all BBL/ROW Codes in the CR
 - One which can be used for documents that need to be saved to specific BBL/ROW Codes in the CR
 - Click on a BBL/ROW Code Number to reveal the area-specific document list
 - Documents uploaded to the first table will be copied to each BBL/ROW Code
 - Documents uploaded to a specific BBL/ROW Code will not be copied to any others
 - **Note:** When a BBL/ROW Code is marked Not Ready for Close-Out, all its documents will be cleared when the working CR is submitted.

Request ID: CR-0000102

Step 1: Review Project Information & Select Termination Reason

Step 2: Assign Qualified Professional

Step 3.a: Update & Subdivide Project Areas

Step 3.b: Update SMP Data

Step 4: Upload Documents

Step 5: Confirm Final Close-Out Data

Documents Applicable to All Areas in this Close-Out Request

Display Order ↑	Document Type	Applicability	Number of Files	
1	Cover Letter	Always Required	0	☯
2	Owner-Operator Notice of Termination	Always Required	0	☯
3	Qualified Inspector Certification of Final Stabilization	Always Required	0	☯
4	Qualified Inspector Certification of SMPs	Required for Projects with SMPs	0	☯
5	Most Recent Qualified Inspector Report	Always Required	0	☯
6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	0	☯
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	0	☯
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	0	☯
9	Operation & Maintenance Manual	Required for Projects with SMPs	0	☯
10	Sewer Connection Card	Based on Project Scope	0	☯
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0	☯
12	Owner Change Request Letter	Based on Project Scope	0	☯
13	Stormwater Maintenance Easement	Based on Project Scope	0	☯
14	Re-Submission Cover Letter	Required for Re-Submissions	0	☯
15	Other Documents	As Needed	0	☯

Documents Applicable to Individual BBL / ROW Code

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?	
2000000002	C5-3	40.71222	-74.00222	Yes	No	☯
2000000001	C5-3	40.71267	-74.00825	Yes	Yes	☯

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*

Edit the Close-Out Request

Request ID: CR-0000089

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 5: Confirm Final Close-Out Data

This section is intended to identify whether this Close-Out Request is the final one to be submitted for this project. The question below should be marked as "Yes" if either of the following project conditions are met:

- Either the entire project is being closed out under a single Close-Out Request (this one).
- Or the project has been progressively closed out (i.e. previous Close-Out Requests have been submitted) but this is the last Close-Out Request to be submitted (i.e. all BBL and ROW areas on this project will have been submitted for close-out)

Once this request is marked as the final one, the following outcomes will occur:

- Projects where SMPs were required can make minor modifications to the volumes managed by the entire project
 - **Important Note:** Updates should reflect project-wide data, not just volumes managed by the areas included in this Close-Out Request
- When this Close-Out Request is Approved, the original application data will be overridden to reflect the BBL, ROW Code, and SMP updates made in all Close-Out Requests for this application, as well as the changes made to the volumes managed in this section.

5.01 Is this the only or the last Close-Out Request being submitted for this project?

Yes, this is the only or the last Close-Out Request I am submitting for this project.

No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request Submission.

Save Submit

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - For ESC-Only Projects, this is the final question

Edit the Close-Out Request

Request ID: CR-0000089

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 5: Confirm Final Close-Out Data

This section is intended to identify whether this Close-Out Request is the final one to be submitted for this project. The question below should be marked as “Yes” if either of the following project conditions are met:

- Either the entire project is being closed out under a single Close-Out Request (this one).
- Or the project has been progressively closed out (i.e. previous Close-Out Requests have been submitted) but this is the last Close-Out Request to be submitted (i.e. all BBL and ROW areas on this project will have been submitted for close-out)

Once this request is marked as the final one, the following outcomes will occur:

- Projects where SMPs were required can make minor modifications to the volumes managed by the entire project
 - **Important Note:** Updates should reflect project-wide data, not just volumes managed by the areas included in this Close-Out Request
- When this Close-Out Request is Approved, the original application data will be overridden to reflect the BBL, ROW Code, and SMP updates made in all Close-Out Requests for this application, as well as the changes made to the volumes managed in this section.

5.01 Is this the only or the last Close-Out Request being submitted for this project?

Yes, this is the only or the last Close-Out Request I am submitting for this project.

No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request Submission.

Save Submit

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - For *ESC-Only Projects*, this is the final question
 - For *ESC&SMP Projects*, this will reveal the **Project-Wide Volumes Managed** section, which can be used to make minor modifications to the data submitted with the application. **

****Important Note:** Changes should reflect project-wide data, not just areas within the working CR. Only minor changes can be accommodated during Close-Out. A major amendment to the Application 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.

Edit the Close-Out Request

Request ID: CR-000091

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 5: Confirm Final Close-Out Data

This section is intended to identify whether this Close-Out Request is the final one to be submitted for this project. The question below should be marked as “Yes” if either of the following project conditions are met:

- Either the entire project is being closed out under a single Close-Out Request (this one).
- Or the project has been progressively closed out (i.e. previous Close-Out Requests have been submitted) but this is the last Close-Out Request to be submitted (i.e. all BBL and ROW areas on this project will have been submitted for close-out).

Once this request is marked as the final one, the following outcomes will occur:

- Projects where SMPs were required can make minor modifications to the volumes managed by the entire project
 - **Important Note:** Updates should reflect project-wide data, not just volumes managed by the areas included in this Close-Out Request
- When this Close-Out Request is Approved, the original application data will be overridden to reflect the BBL, ROW Code, and SMP updates made in all Close-Out Requests for this application, as well as the changes made to the volumes managed in this section.

5.01 Is this the only or the last Close-Out Request being submitted for this project?

Yes, this is the only or the last Close-Out Request I am submitting for this project.

No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request submission.

Project-Wide Volumes Managed

Enter the summary of the Water Quality Volume for the Site.
Projects disturbing 5 acres or less **must** submit volumes in Cubic Feet. Indicate in 4.09 which units apply to the values.

Consider the following conditions when providing values for questions 4.05-4.06:

- Total RRV provided by SMPs (Q4.06) must exceed the minimum RRV required based on HSG (Q4.07).
- The sum of Total RRV provided by SMPs (Q4.06) and Total WQV provided (4.08) must exceed the total WQV required for this project (Q4.05).

4.05 Provide the total Water Quality Volume (WQv) required for this project (based on final site plan/layout).

Total WQv Required

4.06 Indicate the Total RRV provided by SMPs

Total RRV Required

4.07 Provide the minimum RRV required based on HSG.

[Minimum RRV Required = (P) (0.95) (A_i)/12, A_i = (s) (A_{ic})]

4.08 Indicate the Total WQv provided.

Note: For the standard SMPs with RRV capacity, the WQv provided by each practice = the WQv calculated using the contributing drainage area to the practice - RRV provided by the practice. (See Table 3.5 in NYS Stormwater Management Design Manual).

WQv Provided

4.09 Summarize the specific site limitations and justify not reducing 100% of WQv required (#4.05)

Note: Provide the units for 4.0-4.08. Projects disturbing 5 acres or less **must** submit volumes in Cubic Feet. Additionally, if the project does not meet 100% reduction of the WQv, provide the specific site limitations - soil, subsurface, hotspot, surface or space - and justification for not reducing 100% of the Water Quality Volume.

Site Specific Limitations

Save Submit

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - For *ESC-Only Projects*, this is the final question
 - For *ESC&SMP Projects*, this will reveal the **Project-Wide Volumes Managed** section, which can be used to make minor modifications to the data submitted with the application. **
 - Click on Submit when all selections are made. When this CR is Approved, the original application data will be overridden to reflect Approved CR data.

****Important Note:** Changes should reflect project-wide data, not just areas within the working CR. Only minor changes can be accommodated during Close-Out. A major amendment to the Application 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.

Edit the Close-Out Request

Request ID: CR-000091

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 5: Confirm Final Close-Out Data

This section is intended to identify whether this Close-Out Request is the final one to be submitted for this project. The question below should be marked as “Yes” if either of the following project conditions are met:

- Either the entire project is being closed out under a single Close-Out Request (this one).
- Or the project has been progressively closed out (i.e. previous Close-Out Requests have been submitted) but this is the last Close-Out Request to be submitted (i.e. all BBL and ROW areas on this project will have been submitted for close-out).

Once this request is marked as the final one, the following outcomes will occur:

- Projects where SMPs were required can make minor modifications to the volumes managed by the entire project
 - **Important Note:** Updates should reflect project-wide data, not just volumes managed by the areas included in this Close-Out Request
- When this Close-Out Request is Approved, the original application data will be overridden to reflect the BBL, ROW Code, and SMP updates made in all Close-Out Requests for this application, as well as the changes made to the volumes managed in this section.

5.01 Is this the only or the last Close-Out Request being submitted for this project?

Yes, this is the only or the last Close-Out Request I am submitting for this project.

No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request Submission.

Project-Wide Volumes Managed

Enter the summary of the Water Quality Volume for the Site.
Projects disturbing 5 acres or less **must** submit volumes in Cubic Feet. Indicate in 4.09 which units apply to the values.

Consider the following conditions when providing values for questions 4.05-4.06:

- Total RRV provided by SMPs (Q4.06) must exceed the minimum RRV required based on HSG (Q4.07).
- The sum of Total RRV provided by SMPs (Q4.06) and Total WQV provided (4.08) must exceed the total WQV required for this project (Q4.05).

4.05 Provide the total Water Quality Volume (WQv) required for this project (based on final site plan/layout).

Total WQv Required

4.06 Indicate the Total RRV provided by SMPs

Total RRV Required

4.07 Provide the minimum RRV required based on HSG.

[Minimum RRV Required = (P) (0.95) (Ai)/12, Ai = (s) (Aic)]

4.08 Indicate the Total WQv provided.

Note: For the standard SMPs with RRV capacity, the WQv provided by each practice = the WQv calculated using the contributing drainage area to the practice - RRV provided by the practice. (See Table 3.5 in NYS Stormwater Management Design Manual).

WQv Provided

4.09 Summarize the specific site limitations and justify not reducing 100% of WQv required (#4.05)

Note: Provide the units for 4.0-4.08. Projects disturbing 5 acres or less **must** submit volumes in Cubic Feet. Additionally, if the project does not meet 100% reduction of the WQv, provide the specific site limitations - soil, subsurface, hotspot, surface or space - and justification for not reducing 100% of the Water Quality Volume.

Site Specific Limitations

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - *Partial Close-Out:* Mark Question 5.01 as “No, [...]”

Edit the Close-Out Request

Request ID: CR-000091

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 5: Confirm Final Close-Out Data

This section is intended to identify whether this Close-Out Request is the final one to be submitted for this project. The question below should be marked as “Yes” if either of the following project conditions are met:

- Either the entire project is being closed out under a single Close-Out Request (this one).
- Or the project has been progressively closed out (i.e. previous Close-Out Requests have been submitted) but this is the last Close-Out Request to be submitted (i.e. all BBL and ROW areas on this project will have been submitted for close-out)

Once this request is marked as the final one, the following outcomes will occur:

- Projects where SMPs were required can make minor modifications to the volumes managed by the entire project
 - **Important Note:** Updates should reflect project-wide data, not just volumes managed by the areas included in this Close-Out Request
- When this Close-Out Request is Approved, the original application data will be overridden to reflect the BBL, ROW Code, and SMP updates made in all Close-Out Requests for this application, as well as the changes made to the volumes managed in this section.

5.01 Is this the only or the last Close-Out Request being submitted for this project?

Yes, this is the only or the last Close-Out Request I am submitting for this project.

No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request Submission.

Save Submit

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - *Partial Close-Out:* Mark Question 5.01 as “No, [...]”
 - Click on submit to initial the Partial Close-Out.

Edit the Close-Out Request

Request ID: CR-0000091

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 3.b: Update SMP Data
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

Step 5: Confirm Final Close-Out Data

This section is intended to identify whether this Close-Out Request is the final one to be submitted for this project. The question below should be marked as “Yes” if either of the following project conditions are met:

- Either the entire project is being closed out under a single Close-Out Request (this one).
- Or the project has been progressively closed out (i.e. previous Close-Out Requests have been submitted) but this is the last Close-Out Request to be submitted (i.e. all BBL and ROW areas on this project will have been submitted for close-out)

Once this request is marked as the final one, the following outcomes will occur:

- Projects where SMPs were required can make minor modifications to the volumes managed by the entire project
 - **Important Note:** Updates should reflect project-wide data, not just volumes managed by the areas included in this Close-Out Request
- When this Close-Out Request is Approved, the original application data will be overridden to reflect the BBL, ROW Code, and SMP updates made in all Close-Out Requests for this application, as well as the changes made to the volumes managed in this section.

5.01 Is this the only or the last Close-Out Request being submitted for this project?

Yes, this is the only or the last Close-Out Request I am submitting for this project.

No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request Submission.

Submit

***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

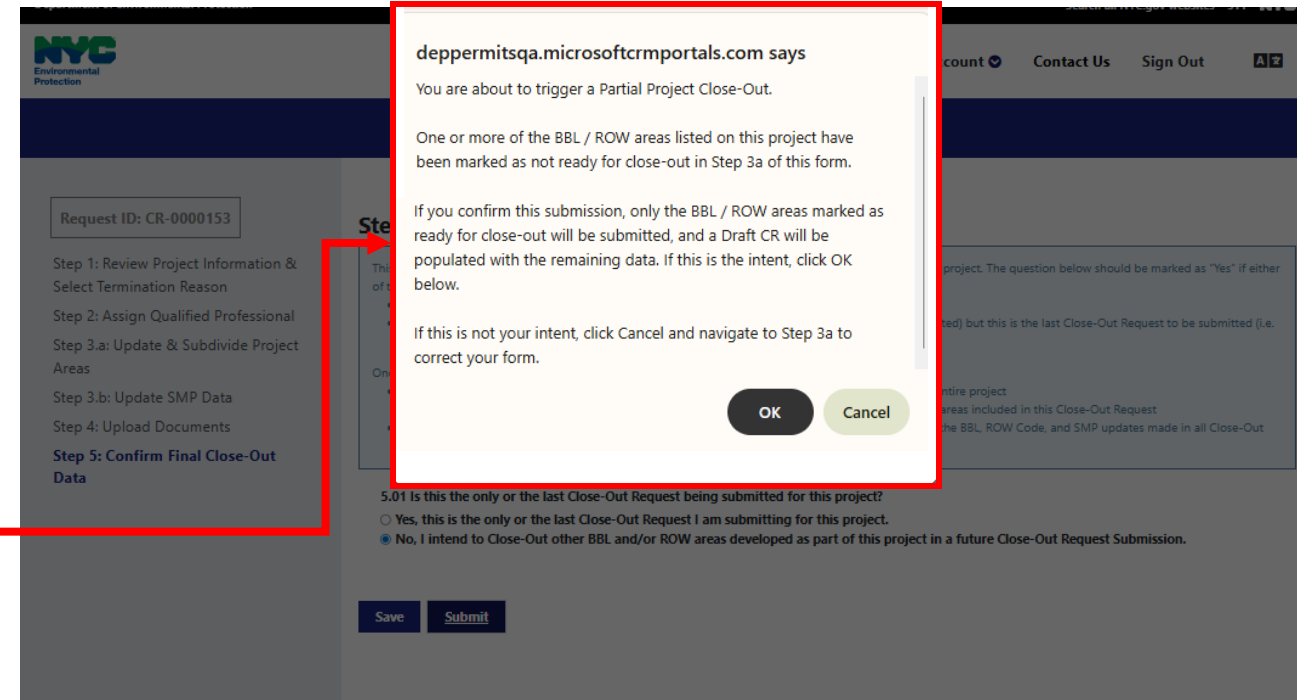
Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - *Partial Close-Out:* Mark Question 5.01 as “No, [...]”
 - Click on submit to initial the Partial Close-Out.
 - A Warning will appear the first time this is done. Click “OK” to proceed or “Cancel” to go back.



***Important Note:** Requests for Partial Close-Outs are subject to DEP approval.

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - *Partial Close-Out:* Mark Question 5.01 as “No, [...]”
 - Click on submit to initial the Partial Close-Out.
 - A Warning will appear the first time this is done. Click “OK” to proceed or “Cancel” to go back.
 - If you proceed,
 - ✓ BBL / ROW Codes marked Ready for Close-Out are sent to DEP for review along with their linked SMPs & Documents

Dashboard

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.

Close-Out Request

Search [] Q [New Close-Out Request](#)

Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000100	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest		Draft	1/7/2026 1:31 PM
CR-0000099	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	No	Submitted	1/7/2026 1:15 PM

Selections made in Step 3.a.: Update & Subdivide Project Areas

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?
2000000001	C5-3	40.71333	-74.00830	Yes	Yes
2000000002	C5-3	40.71267	-74.00825	Yes	No

Selections made in Step 3.b.: Update SMP Data

SMP ID ↑	Sewershed / Area	SMP Type	SMP Classification	Contribution Area	Impervious Area	BBL/ROW Code
01433	Combined Sewer System (CSS) - On Site	Detention tank	Tier 3 - Non-vegetated Detention	6,360.00	6,360.00	2000000001
01434	Combined Sewer System (CSS) - On Site	Blue roof	Tier 3 - Non-vegetated Detention	899.00	899.00	2000000001
01435	Combined Sewer System (CSS) - On Site	Stormwater planter	Tier 1 - Vegetated Retention	2,804.00	2,804.00	2000000002
01436	Combined Sewer System (CSS) - On Site	Green roof	Tier 1 - Vegetated Retention	2,405.00	2,385.00	2000000002

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - *Partial Close-Out:* Mark Question 5.01 as “No, [...]”
 - Click on submit to initial the Partial Close-Out.
 - A Warning will appear the first time this is done. Click “OK” to proceed or “Cancel” to go back.
 - If you proceed,
 - ✓ BBL / ROW Codes marked Ready for Close-Out are sent to DEP for review along with their linked SMPs & Documents
 - ❑ BBL / ROW Codes marked Not Ready for Close-Out are moved to a separate Draft along with their linked SMPs. Documents will be cleared.

Dashboard

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.

Close-Out Request

Search [] Q [New Close-Out Request](#)

Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000100	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	No	Draft	1/7/2026 1:31 PM
CR-0000099	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	No	Submitted	1/7/2026 1:15 PM

Selections made in Step 3.a.: Update & Subdivide Project Areas

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?	Ready for Close-Out?
2000000001	C5-3	40.71333	-74.00830	Yes	Yes
2000000002	C5-3	40.71267	-74.00825	Yes	No

Selections made in Step 3.b.: Update SMP Data

SMP ID ↑	Sewershed / Area	SMP Type	SMP Classification	Contribution Area	Impervious Area	BBL/ROW Code
01433	Combined Sewer System (CSS) - On Site	Detention tank	Tier 3 - Non-vegetated Detention	6,360.00	6,360.00	2000000001
01434	Combined Sewer System (CSS) - On Site	Blue roof	Tier 3 - Non-vegetated Detention	899.00	899.00	2000000001
01435	Combined Sewer System (CSS) - On Site	Stormwater planter	Tier 1 - Vegetated Retention	2,804.00	2,804.00	2000000002
01436	Combined Sewer System (CSS) - On Site	Green roof	Tier 1 - Vegetated Retention	2,405.00	2,385.00	2000000002

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - *Partial Close-Out:* Mark Question 5.01 as “No, [...]”
 - Click on submit to initial the Partial Close-Out.
 - A Warning will appear the first time this is done. Click “OK” to proceed or “Cancel” to go back.
 - If you proceed,
 - ✓ BBL / ROW Codes marked Ready for Close-Out are sent to DEP for review along with their linked SMPs & Documents
 - ❑ BBL / ROW Codes marked Not Ready for Close-Out are moved to a separate Draft along with their linked SMPs. Documents will be cleared.
 - Click on the Draft CR Request ID to make edits to the record.

Dashboard

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.

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
CR-0000100	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest		Draft	1/7/2026 1:31 PM
CR-0000099	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	No	Submitted	1/7/2026 1:15 PM

Step II: Complete Close-Out Request Form Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

Step 5: Confirm Final Close-Out Data

- Question 5.01 allows the Developer or QP to indicate to DEP whether a project is requesting a Full or Partial Close-Out*
 - *Full Close-Out:* Mark Question 5.01 as “Yes, [...]”
 - *Partial Close-Out:* Mark Question 5.01 as “No, [...]”
 - Click on submit to initial the Partial Close-Out.
 - A Warning will appear the first time this is done. Click “OK” to proceed or “Cancel” to go back.
 - If you proceed,
 - ✓ BBL / ROW Codes marked Ready for Close-Out are sent to DEP for review along with their linked SMPs & Documents
 - ❑ BBL / ROW Codes marked Not Ready for Close-Out are moved to a separate Draft along with their linked SMPs. Documents will be cleared.
 - Click on the Draft CR Request ID to make edits to the record.
 - When you’re ready to submit the Final CR, mark Question 5.01 as “Yes [...]” and fill in the Project-wide Volumes Managed

Dashboard

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.

Close-Out Request

Search

Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000100	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest		Draft	1/7/2026 1:31 PM
CR-0000099	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	No	Submitted	1/7/2026 1:15 PM

Selections made in Step 5: Confirm Final Close-Out Data

5.01 Is this the only or the last Close-Out Request being submitted for this project?
 * Yes, this is the only or the last Close-Out Request I am submitting for this project.
 * No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request Submission.

Project-Wide Volumes Managed
 Enter the summary of the Water Quality Volume for the Site. Projects disturbing 5 acres or less **must** submit volumes in Cubic Feet. Indicate in 4.09 which units apply to the values.

Consider the following conditions when providing values for questions 4.05-4.09:
 • Total RRv provided by SMPs (Q4.06) must exceed the minimum RRv required based on HSG (Q4.07).
 • The sum of Total RRv provided by SMPs (Q4.06) and Total WQv provided (4.08) must exceed the total WQv required for this project (Q4.05).

4.05 Provide the total Water Quality Volume (WQv) required for this project (based on final site plan/layout).
 Total WQv Required

4.06 Indicate the Total RRv provided by SMPs
 Total RRv Required

4.07 Provide the minimum RRv required based on HSG.
 (Minimum RRv Required = (P) (S) (A) (T) (A) = (A) (A) (A))

4.08 Indicate the Total WQv provided.
 Note: For the standard SMPs with RRv capacity, the WQv provided by each practice = the WQv calculated using the contributing drainage area to the practice - RRv provided by the practice. (See Table 3.5 in NYS Stormwater Management Design Manual).
 WQv Provided

4.09 Summarize the specific site limitations and justify not reducing 100% of WQv required (4.05)
 Note: Provide the units for 4.0-4.08. Projects disturbing 5 acres or less **must** submit volumes in Cubic Feet. Additionally, if the project does not meet 100% reduction of the WQv, provide the specific site limitations - soil, subsurface, hotspot, surface or space - and justification for not reducing 100% of the Water Quality Volume.
 Site Specific Limitations

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

DEP Review Comments & Determination Forms

- Once a Close-Out Request is reviewed, DEP will return it as either Approved, Disapproved, or Action Required.
- This will reveal a new tab which lists DEP Comments, Rejected review Checklist Items, and any system-generated forms and documents.
- When an Action Required Status is set, the form will be editable. Make any necessary updates based on DEP Comments and upload a "Re-Submission Cover Letter" under Step 4.
- When all updates have been made, return to Step 5 and Click "Submit".

Close-Out Request								
						Search	Q	New Close-Out Request
Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On		
CR-0000096	S100426	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step II (Action Required)	qualifiedprofessional SWPTStest	Yes	Action Required	1/7/2026 11:02 AM		
CR-0000095	S100326	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step II (Disapproved)	qualifiedprofessional SWPTStest	Yes	Disapproved	1/7/2026 10:59 AM		
CR-0000094	S100226	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step II (Approved)	qualifiedprofessional SWPTStest	Yes	Approved	1/7/2026 10:50 AM		

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

DEP Review Comments & Determination Forms

- Once a Close-Out Request is reviewed, DEP will return it as either Approved, Disapproved, or Action Required.
- This will reveal a new tab which lists DEP Comments, Rejected review Checklist Items, and any system-generated forms and documents.
- When an Action Required Status is set, the form will be editable. Make any necessary updates based on DEP Comments and upload a "Re-Submission Cover Letter" under Step 4.
- When all updates have been made, return to Step 5 and Click "Submit".

Edit the Close-Out Request

Request ID: CR-000090

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data

DEP Review Comments & Determination Forms

This section provides DEP's Review Comments and any determination letters that were produced for this Close-Out Request. Contents will be updated when DEP changes the status of the Close-Out Request to "Action Required", "Approved", or "Disapproved".

Review & Inspection Request Status

Close-Out Request Status
Action Required

Pending Inspection?
The above checkbox serves to inform you that DEP is attempting to schedule a Close-Out Inspection for this project. Please look out for an email from a DEP staff member with further instructions. If you have already scheduled your inspection with DEP, no further action is required.

DEP General Comments

DEP External Comment

DEP Review Checklist Comments

Display Order ↑	Item	Result	DEP Comments
1	Project Termination Information	Rejected	Supervisor External Comment
4	BBL / ROW Code Information	Rejected	Supervisor External Comment
9	Document Review: Cover Letter	Rejected	Supervisor External Comment

DEP-Issued Attachments

2 minutes ago System Generated - 12/30/2025
SWPTS CR - Action Required Letter.pdf (211.35 KB)

2 minutes ago System Generated - 12/30/2025
Close-Out Print-Out.pdf (100.85 KB)

Save

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

DEP Review Comments & Determination Forms

- Once a Close-Out Request is reviewed, DEP will return it as either Approved, Disapproved, or Action Required.
- This will reveal a new tab which lists DEP Comments, Rejected review Checklist Items, and any system-generated forms and documents.
- When an Action Required Status is set, the form will be editable. Make any necessary updates based on DEP Comments and upload a "Re-Submission Cover Letter" under Step 4.
- When all updates have been made, return to Step 5 and Click "Submit".

Edit the Close-Out Request

Request ID: CR-000090

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data
DEP Review Comments & Determination Forms

Step 4: Upload Documents

This section allows applicants to upload required documents for this Close-Out Request. To ensure documents are saved appropriately, follow the instructions below:

1. Upload documents to each Document Type in the "Documents Applicable to All Areas in this Close-Out Request" section first; this will ensure that these documents are associated with each BBL and ROW Area included in this Close-Out Request.
2. Upload additional BBL/ROW Code-specific documents to the "Documents Applicable to Individual BBL / ROW Areas"; these will only be saved to the specific BBL/ROW Code to which they were uploaded.
 - a. **Note:** a BBL/ROW Code-specific section will only appear if there is more than one BBL/ROW Code listed on the project.

Important Note: When you submit the Close-Out Request, only BBLs/ROW Codes where "Ready for Close-Out?" is marked as "Yes" will be submitted to DEP. BBLs/ROW Codes where "Ready for Close-Out?" is marked as "No" will be moved to a separate Draft Close-Out Request, and all associated documents will be cleared.

Documents Applicable to All Areas in this Close-Out Request

Display Order ↑	Document Type	Applicability	Number of Files	
1	Cover Letter	Always Required	1	⊕
2	Owner-Operator Notice of Termination Form	Always Required	1	⊕
3	Qualified Inspector Certification of Final Stabilization	Always Required	1	⊕
4	Qualified Inspector Certification of SMPs	Required for Projects with SMPs	0	⊕
5	Most Recent Qualified Inspector Report	Always Required	1	⊕
6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	0	⊕
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	0	⊕
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	0	⊕
9	Operation & Maintenance Manual	Required for Projects with SMPs	0	⊕
10	Sewer Connection Card	Based on Project Scope	0	⊕
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0	⊕
12	Owner Change Request Letter	Based on Project Scope	0	⊕
13	Stormwater Maintenance Easement	Based on Project Scope	0	⊕
14	Re-Submission Cover Letter	Required for Re-Submissions	0	⊕
15	Other Documents	As Needed	0	⊕

Save

Step II: Complete Close-Out Request Form

Steps in SWPTS

How: Complete the Close-Out form, stepping through each tab and referencing the built-in guidance.

DEP Review Comments & Determination Forms

- Once a Close-Out Request is reviewed, DEP will return it as either Approved, Disapproved, or Action Required.
- This will reveal a new tab which lists DEP Comments, Rejected review Checklist Items, and any system-generated forms and documents.
- When an Action Required Status is set, the form will be editable. Make any necessary updates based on DEP Comments and upload a "Re-Submission Cover Letter" under Step 4.
- When all updates have been made, return to Step 5 and Click "Submit".

NYC Environmental Protection

Home My Applications My Account Contact Us Sign Out

Edit the Close-Out Request

Request ID: CR-000090

Step 1: Review Project Information & Select Termination Reason
Step 2: Assign Qualified Professional
Step 3.a: Update & Subdivide Project Areas
Step 4: Upload Documents
Step 5: Confirm Final Close-Out Data
DEP Review Comments & Determination Forms

Step 5: Confirm Final Close-Out Data

This section is intended to identify whether this Close-Out Request is the final one to be submitted for this project. The question below should be marked as "Yes" if either of the following project conditions are met:

- Either the entire project is being closed out under a single Close-Out Request (this one).
- Or the project has been progressively closed out (i.e. previous Close-Out Requests have been submitted) but this is the last Close-Out Request to be submitted (i.e. all BBL and ROW areas on this project will have been submitted for close-out)

Once this request is marked as the final one, the following outcomes will occur:

- Projects where SMPs were required can make minor modifications to the volumes managed by the entire project
 - **Important Note:** Updates should reflect project-wide data, not just volumes managed by the areas included in this Close-Out Request
- When this Close-Out Request is Approved, the original application data will be overridden to reflect the BBL, ROW Code, and SMP updates made in all Close-Out Requests for this application, as well as the changes made to the volumes managed in this section.

5.01 Is this the only or the last Close-Out Request being submitted for this project?

Yes, this is the only or the last Close-Out Request I am submitting for this project.

No, I intend to Close-Out other BBL and/or ROW areas developed as part of this project in a future Close-Out Request Submission.

Submit

***Important Note:** To ensure a streamlined review process, do not delete any previously submitted documents before re-submitting a Close-Out Request. Only add new documents as needed to address DEP comments.

Step III: Submit Notice of Termination / Maintenance Permit

Step III: Submit Notice of Termination / Maintenance Permit

Pre-Conditions & Stakeholders

When: Project has an Approved Close-Out Request, which triggers a Draft NOT and/or MP to be generated in SWPTS

Close-Out Request						
Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000094	S100226	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step II (Approved)	qualifiedprofessional SWPTStest	Yes	Approved	1/7/2026 10:50 AM

Notice of Termination / Maintenance Permit Requests					
Request ID	Application	Request ID (Application)	Site Name	Status	Created On ↓
NOT-0000059	S100226	0001009	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step II (Approved)	Draft	1/7/2026 11:16 AM

Close-Out Request						
Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000100	S200726	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	qualifiedprofessional SWPTStest	Yes	Approved	1/7/2026 1:31 PM

Notice of Termination / Maintenance Permit Requests					
Request ID	Application	Request ID (Application)	Site Name	Status	Created On ↓
MP-0000181	S200726	0001014	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	Draft	1/7/2026 1:41 PM
MP-0000180	S200726	0001014	WORKSHOP_Scenario 2: ESC&SMP, Partial Close-Out_Step III & IV	Draft	1/7/2026 1:40 PM




Note: For more information on the Close-Out Stakeholder responsibilities, refer to the [Construction Close-Out Process Pain Point Workshop Slides](#).

Step III: Submit Notice of Termination / Maintenance Permit

Pre-Conditions & Stakeholders

When: Project has an Approved Close-Out Request, which triggers a Draft NOT and/or MP to be generated in SWPTS

Who can Edit & Must Acknowledge NOT Requests:

-  Developer listed on the SWPTS Application
-  Owner listed on the SWPTS Application
-  Qualified Inspector listed on the SWPTS Permit Initiation (editable via NOT Request)

Notice Of Termination Request

Request ID: NOT-000082

Project & Termination Information
Stakeholders
BBL/ROW Code & Documents
Terms & Conditions

Qualified Inspector Information

Qualified Inspector who conducted Inspection for final stabilization is a

- PE/RLA/CPESC (Must be registered professional user in the system)
- Working under direct supervision of PE/RLA (Must be from same company)

Enter Qualified Inspector Email Address: *

Note - Must be a registered professional user (PE/RLA/CPESC) in the system

Owner Information

Name: owner SWPTStest	Company Name: Arcadis
Street Address: 233 Broadway	City: New York
State: New York	Zip Code: 10279
Phone: (999) 999-9999	Email: owner.SWPTStest@protonmail.com

Developer Information

Name: developer SWPTStest	Company Name: Arcadis
Address: 233 Broadway	City: New York
State: New York	Zip Code: 10279
Phone: (123) 546-7890	Email: developer.SWPTStest@protonmail.com

[Save Draft](#)





Note: For more information on the Close-Out Stakeholder responsibilities, refer to the [Construction Close-Out Process Pain Point Workshop Slides](#).

Step III: Submit Notice of Termination / Maintenance Permit

Pre-Conditions & Stakeholders

When: Project has an Approved Close-Out Request, which triggers a Draft NOT and/or MP to be generated in SWPTS

Who can Edit & Must Acknowledge MP Requests:

-  Developer listed on the SWPTS Application
-  Owner listed on the SWPTS Application
-  Qualified Inspector listed on the SWPTS Permit Initiation (editable via MP Request)
-  Qualified Professional listed on the SWPTS Close-Out Request (editable via MP Request)

NOT/Maintenance Permit Request

Request ID: MP-0000163

Project & Termination Information
SMP Information
Stakeholders
BBL/ROW Code & Documents
Terms & Conditions


Qualified Inspector Information

Qualified Inspector who conducted inspection for final stabilization is a

- PE/RLA/CPESC (Must be registered professional user in the system)
- Working under direct supervision of PE/RLA (Must be from same company)


Enter Qualified Inspector Email Address: *

Note - Must be a registered professional user (PE/RLA/CPESC) in the system



Qualified Professional Information

Enter Qualified Professional Email:



Owner Information

Name: developer SWPTStest	Company Name: Arcadis
Street Address: 233 Broadway	City: New York
State: New York	Zip Code: 10279
Phone: (123) 546-7890	Email: developer.SWPTStest@protonmail.com

Developer Information

Name: developer SWPTStest	Company Name: Arcadis
Address: 233 Broadway	City: New York
State: New York	Zip Code: 10279
Phone: (123) 546-7890	Email: developer.SWPTStest@protonmail.com

Note: For more information on the Close-Out Stakeholder responsibilities, refer to the [Construction Close-Out Process Pain Point Workshop Slides](#).

Step III: Submit Notice of Termination / Maintenance Permit

Steps in SWPTS

How: When a Close-Out Request is Approved, a draft NOT or MP Request ID will automatically generate for each BBL/ROW Code 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. Complete form and send for acknowledgment.

The screenshot shows the NYC Environmental Protection Dashboard. At the top, there is a navigation bar with links for Home, My Applications, My Account, Contact Us, and Sign Out. Below the navigation bar is a progress indicator with eight 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 8 is highlighted with a red box. Below the progress indicator is a section titled "8. Notice of Termination / Maintenance Permits" with a description: "Submit a Notice of Termination or Maintenance Permit request. For approved Maintenance Permits, this section can also be used to submit Stakeholder Change Requests, annual Maintenance Permit Certifications, or 5-year Maintenance Permit Renewals." Below this is a table titled "Notice of Termination / Maintenance Permit Requests" with a search bar and a table of requests.

Request ID	Application	Request ID (Application)	Site Name	Status	Created On ↓
NOT-000058	S121425	0001004	Scenario 1: ESC-Only, Full Close-Out (Submitted, In Action Required Status)	Draft	12/30/2025 2:40 PM

The screenshot shows the "Notice Of Termination Request" form. On the left, there is a sidebar with a "Request ID: NOT-000059" and a list of sections: Project & Termination Information, Stakeholders, BBL/ROW Code & Documents, and Terms & Conditions. The "Terms & Conditions" section is active, showing the text: "As Applicant, I accept the responsibility for content of the Maintenance Permit Request." Below this text is a dropdown menu with "Yes" selected. At the bottom right of the form, there is a "Send for Acknowledgement" button highlighted with a red box.

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 III: Submit Notice of Termination / Maintenance Permit

Steps in SWPTS

How: When a Close-Out Request is Approved, a draft NOT or MP Request ID will automatically generate for each BBL/ROW Code 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. Complete form and send for acknowledgment.
4. Obtain acknowledgments on SWPTS from the required Stakeholders.

Dashboard

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

2. Acknowledgment

Submit the application for acknowledgment by the site Owner, Developer and SWPPP Preparer. All three stakeholders need to be registered in the system in order to acknowledge.

Pending My Acknowledgment

Type	Site Name	Role	Request ID	Permit Initiation	Created On
SWPTS Notice of Termination Awaiting Acknowledgement for WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step IV - Request ID NOT-0000060	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step IV	Qualified Inspector	0001012		1/7/2026 12:15 PM

Acknowledgment

By checking this box, I hereby certify that I am the Owner and that this document with request ID NOT-0000060 for WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step IV with Application ID 530526 was prepared by me or under my direct supervision. My determination, based upon my inquiry of the person(s) who managed the construction activity, or those persons directly responsible for gathering the information, is that the information provided in this form is true, accurate and complete. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of the referenced permit and laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings.

Acknowledge*

Submit Go Back

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 acknowledgments 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

Step IV: Download DEP-issued Documents

Pre-Conditions & Stakeholders

IV.a: Maintenance Permit PDF (when applicable)

When: An individual MP Request is Approved*

Who can View/Download: Any Stakeholder listed in the MP Request

Notice of Termination / Maintenance Permit Requests					
Search <input type="text"/> <input type="submit" value="Q"/>					
Request ID	Application	Request ID (Application)	Site Name	Status	Created On ↓
MP-0000179	S221525	0001005	Scenario 2: ESC&SMP Project, Partial Close-Out (All Approved Close-Out Requests and MP Requests)	Draft	12/30/2025 4:59 PM

Request ID: MP-0000179

Project & Termination Information

SMP Information

Stakeholders

Benefits, Costs & Submittals

Terms & Conditions

NOT/Maintenance Permit Request

Qualified Inspector Information

Qualified inspector who conducted inspection for final stabilization is a PE/RA/CPESC (Must be registered professional user in the system) Working under direct supervision of PE/RA (Must be from same company)

Enter Qualified Inspector Email Address *

Note: Must be a registered professional user (PE/RA/CPESC) in the system

qualifiedinspector.SWPTSdemo@protonmail.com

Qualified Professional Information

Enter Qualified Professional Email

qualifiedprofessional.SWPTSdemo@protonmail.com

Owner Information

Name: owner.SWPTSdemo Company Name: Company

Street Address: 123 Broadway 123 City: New York

State: New York Zip Code: 10001

Phone: (123) 456-7890 Email: owner.SWPTSdemo@protonmail.com

Developer Information

Name: developer.SWPTSdemo Company Name: Company

Address: 123 Broadway 123 City: New York

State: New York Zip Code: 10001

Phone: (123) 456-7890 Email: developer.SWPTSdemo@protonmail.com

Maintenance Permit Owner

Email: * applicant.SWPTSdemo@protonmail.com Company Name: * Company

Street Address: * applicant.SWPTSdemo City: * City: * applicant.SWPTSdemo

State: * New York Zip: * 10001

Phone: * (123) 456-7890

Entity Responsible for Maintenance

Email: * trainedcontractor.SWPTSdemo@protonmail.com Company Name: * Company

Street Address: * 123 Broadway 123 Contact Person: * trainedcontractor.SWPTSdemo

State: * New York City: * City: * New York

Phone: * (123) 456-7890 Zip: * 10001

*Note: This step never applies to ESC-Only Projects, which only generate NOT records.

Step III: Submit Notice of Termination / Maintenance Permit

Steps in SWPTS

IV.a: Maintenance Permit PDF (when applicable)

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.

Dashboard

Progress bar: 1. Fill Out the Form, 2. Acknowledgment, 3. Payment, 4. Application Status / Facility Documents, 5. Facility Documents, 6. Construction Permit, 7. Temporary Shutdown, 8. Notice of Termination / Maintenance Permits

8. Notice of Termination / Maintenance Permits

Submit a Notice of Termination or Maintenance Permit request. For approved Maintenance Permits, this section can also be used to submit Stakeholder Change Requests, annual Maintenance Permit Certifications, or 5-year Maintenance Permit Renewals.

Notice of Termination / Maintenance Permit Requests

Request ID	Application	Request ID (Application)	Site Name	Status	Created On ↓
MP-0000179	S221525	0001005	Scenario 2: ESCR&SMP Project Partial Close-Out (All Approved Close-Out Requests and MP Requests)	Approved	12/30/2025 4:59 PM

NOT/Maintenance Permit Request

Request ID: MP-0000179

Project & Termination Information

SMP Information

Stakeholders

BBL/ROW Code & Documents

Terms & Conditions

BBL/Row Codes

BBL/ROW Code	NYC Zoning	Latitude	Longitude	Drains to SMP?
200000002	CS-3	40.71267	-74.00825	Yes

Approved Close-Out Documents

Display Order ↑	Document Type	Applicability	Number of Files
1	Cover Letter	Always Required	1
2	Owner Operator Notice of Termination Form	Always Required	1
3	Qualified Inspector Certification of Final Stabilization	Always Required	1
4	Qualified Inspector Certification of SMPs	Required for Projects with SMPs	1
5	Most Recent Qualified Inspector Report	Always Required	1
6	As-Built Cover & Contributing Drainage Area Plan	Required for Projects with SMPs	1
7	As-Built Drainage Utility & SMP Plan	Required for Projects with SMPs	1
8	As-Built SMP Details & Certification Form	Required for Projects with SMPs	1
9	Operation & Maintenance Manual	Required for Projects with SMPs	1
10	Sewer Connection Card	Based on Project Scope	0
11	NYC Stormwater Manual Appendix H	Based on Project Scope	0
12	Owner Change Request Letter	Based on Project Scope	0
13	Stormwater Maintenance Assessment	Based on Project Scope	0
15	Other Documents	As Needed	0

Attach Documents

System Generated - 12/30/2025

2.179x191.809

SWPTS Maintenance Permit.pdf (29.04 KB)

Attach Document



Step IV: Download DEP-issued Documents

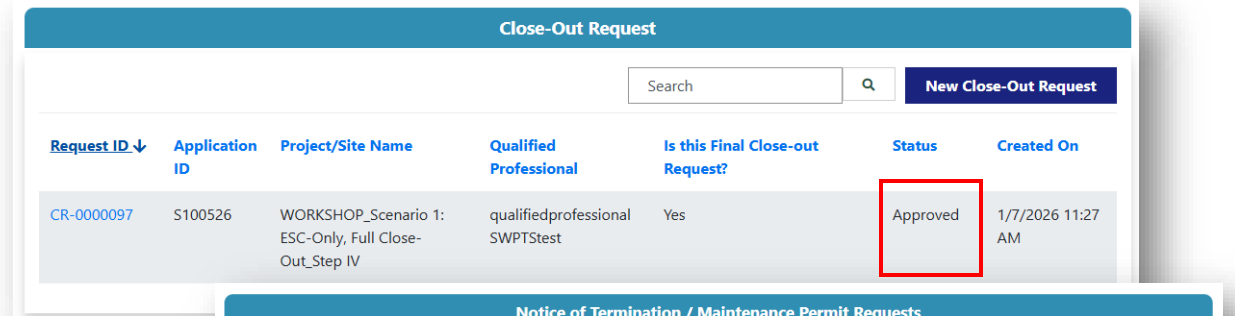
Pre-Conditions & Stakeholders

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

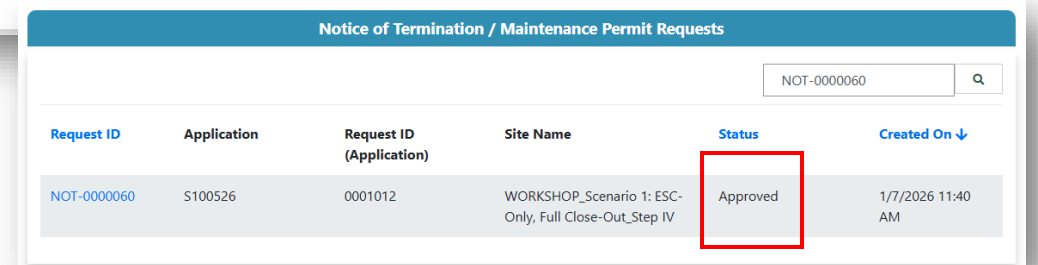
When: When all Close-Out Requests and NOT Requests related to an ESC-Only SWPTS Application are Approved

Who:

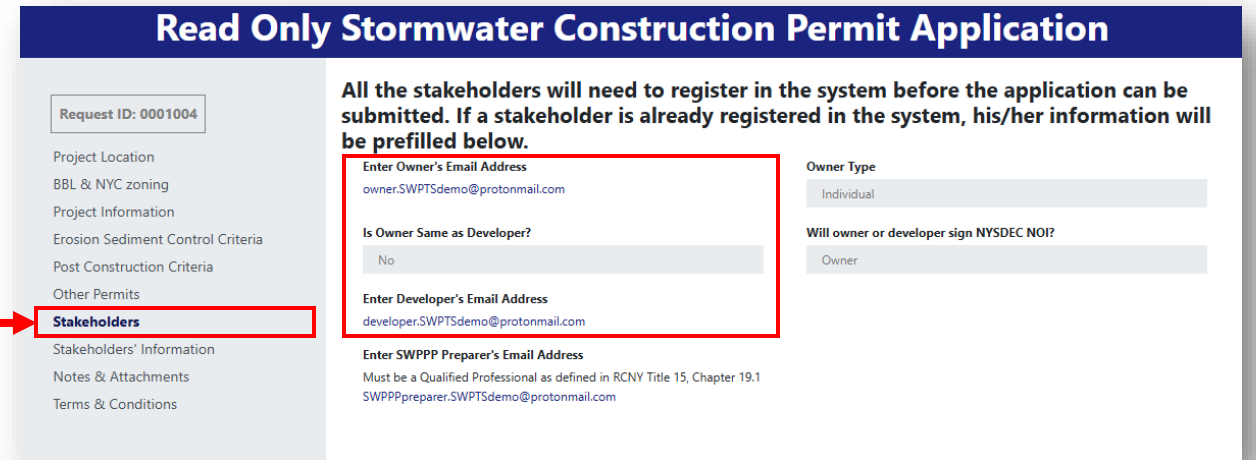
-  Developer listed on the SWPTS Application
-  Owner listed on the SWPTS Application



Request ID ↓	Application ID	Project/Site Name	Qualified Professional	Is this Final Close-out Request?	Status	Created On
CR-0000097	S100526	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step IV	qualifiedprofessional SWPTStest	Yes	Approved	1/7/2026 11:27 AM



Request ID	Application	Request ID (Application)	Site Name	Status	Created On ↓
NOT-0000060	S100526	0001012	WORKSHOP_Scenario 1: ESC-Only, Full Close-Out_Step IV	Approved	1/7/2026 11:40 AM



Request ID: 0001004

Project Location
BBL & NYC zoning
Project Information
Erosion Sediment Control Criteria
Post Construction Criteria
Other Permits
Stakeholders
Stakeholders' Information
Notes & Attachments
Terms & Conditions

All the stakeholders will need to register in the system before the application can be submitted. If a stakeholder is already registered in the system, his/her information will be prefilled below.

Enter Owner's Email Address
owner.SWPTSdemo@protonmail.com

Is Owner Same as Developer?
No

Enter Developer's Email Address
developer.SWPTSdemo@protonmail.com

Enter SWPPP Preparer's Email Address
Must be a Qualified Professional as defined in RCNY Title 15, Chapter 19.1
SWPPPpreparer.SWPTSdemo@protonmail.com

Owner Type
Individual

Will owner or developer sign NYSDEC NOI?
Owner

Step IV: Download DEP-issued Documents

Steps in SWPTS

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

How: When all NOTs approved for a project, the eNOT will be generated for download.

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

NYC Environmental Protection

Home My Applications My Account Contact Us Sign Out

Dashboard

1 2 3 4 5 6 7 8

Amendment Facility Documents Construction Permit Initiate and Pull Temporary Shutdown / Close-Out Request Notice of Termination / Maintenance Permits

5. Facility Documents

After the application is approved, you will receive an Approval Letter and a copy of the MSA SWPPP Acceptance Form signed by DEP. Click on an application below to view copies of all the documentation that has been submitted for your project and to retrieve copies of your Approval Letters, Disapproval Letters, Construction Permits, and Maintenance Permits.

Search []

Name ↑	Application Number	Phone	City	Contact	Email
Scenario 1: ESC-Only, Full Close-Out (Submitted, In Action Required Status)	5121425		New York City		

Facility Documents

Site Information Applications Permit Initiations Construction Permits Temporary Shutdowns NOT/Maintenance e-NOT

e-NOT

2.months.ago [] SWPTS eNOT Document Template.pdf (89.73 KB)

Overview of SWPTS Maintenance Permit Modules

- Annual Certification of SMPs
- Five-Year Renewal of Maintenance Permits
- Maintenance Permit Stakeholder Changes

Overview of SWPTS Maintenance Permit Modules

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	✗	✓

Note: A live demonstration of the new Maintenance Permit Certification, Renewal, and Stakeholder Change Modules will be provided in a future workshop. For additional guidance on these modules, please refer to the [SWPTS Maintenance Permit Module Guidance](#).

Q&A