NYC DEP SWPTS PORTAL USER MANUAL

Stormwater Permitting & Tracking System-Portal

Abstract

Instructions on how to use the NYC DEP SWPTS online portal. This manual has been updated for USWR and changes to payment portal. Please check the web page for updates.

Stormwater Permitting

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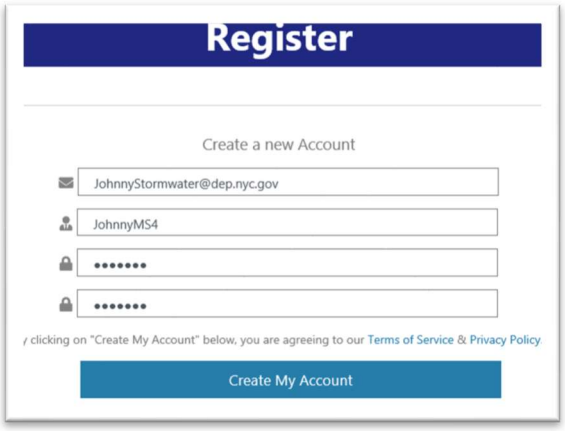
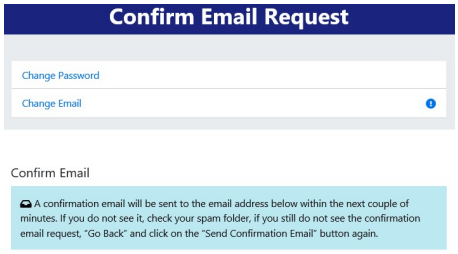
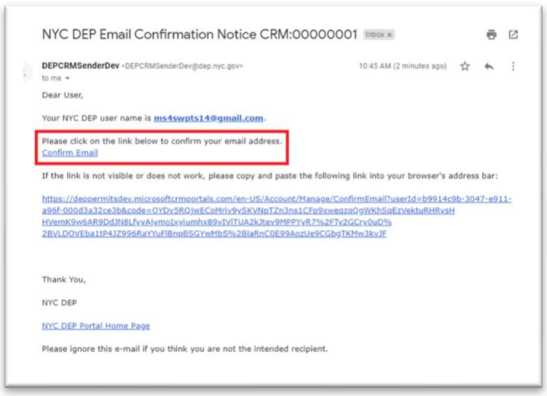
1. User Registration

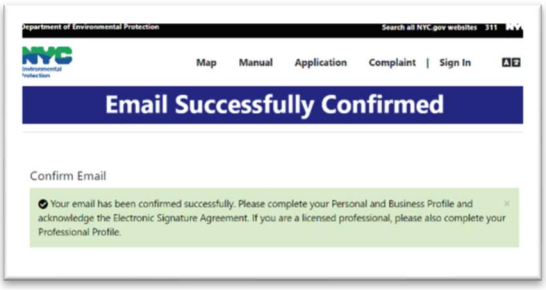
Before registering, please review user roles below. Step 1: Go to: https://deppermits.microsoftcrmportals.com/Account/Login/Register And provide required information.	
Step 2: Click “Send Confirmation Email” button.	 

Step 3:

Log into your email application and confirm your email address.



You will be directed back to the SWPTS Portal.



If you are using two different browsers or a desktop email application, you may have to Sign into the SWPTS Portal.

User Roles

Before creating your account, consider how you intend to use this account.
For example, if you are registering as an entity that owns property, but that entity is not an individual, it may be advisable to register a general email that is accessible by a person in a certain title rather than registering a personal email that will need to be changed whenever the person in the title changes.

An applicant in the SWPTS is the person that **enters** the information into the system, owners, developers, and professionals will be required to acknowledge all applications. A company account would be acceptable for the applicant role.

Owner – Owner of the property undergoing development is the individual, corporation, partnership, limited-liability company or other legal entity having legal title to premises, a mortgagee or vendee in possession, a trustee in bankruptcy, a receiver, or any other person having legal ownership or control of premises. Owners must certify that they are aware of the development activity and understand their role under RCNY Title 15 Chapter 19.1. The owner may also be the Developer. **Onwers register as a general user.**

Developer – Primary project contact, is the person who owns or leases land on which development activity that is part of a covered development project is occurring, or a person who has operational control over the development or maintenance activity's plans and specifications, including the ability to make modifications to the plans and specifications. Developers must certify that they have overseen the SWPPP development and that the project has been completed as designed. The Developer may also be the Owner. **Developers register as general users.**

Applicant – Fills in applications and uploads reports, plans and other documentation to the SWPTS. **An applicant registers as a general user.**

SWPPP Preparer – Must be a qualified professional. Creates the SWPPP for review and submittal to the SWPTS. The SWPPP Preparer, who typically works for the Developer, must certify that the SWPPP was prepared in accordance with RCNY Title 15 Chapter 19.1. **A SWPPP Preparer must register as a Professional User.**

Qualified Professional (Construction) – Responsible for inspection and certification of installed SMPs. **Qualified professionals must register as a professional user.**

Qualified Professional (Construction), who typically works for the Developer, must certify that all SMPs have been constructed in accordance with the SWPPP. **Qualified professionals must register as a professional user.**

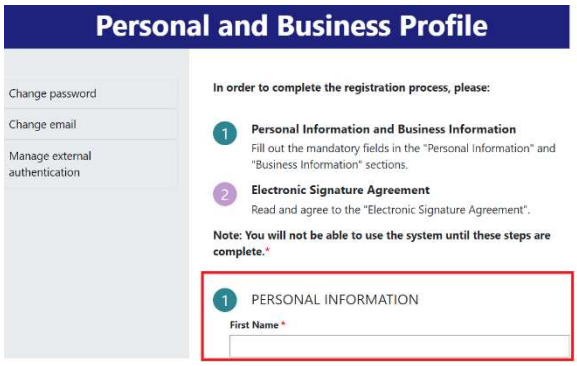
Qualified Inspector – Responsible for inspection and certification that final stabilization has been achieved at the site. Performs weekly inspections of erosion and sediment control (ESC) practices. The Qualified Inspector, who typically works for the developer must certify that all ESC SMPs are constructed and removed in accordance with the SWPPP. **Qualified inspectors must register as a professional user.**

Contractor – Responsible for construction of project and implementation of SWPPP. Contractors must certify that they will agree to comply with the SWPPP as well as all applicable permits, including the NYC Stormwater Construction Permit and/or the CGP. The Contractor reports to the Developer. **Contractors register as general users.**

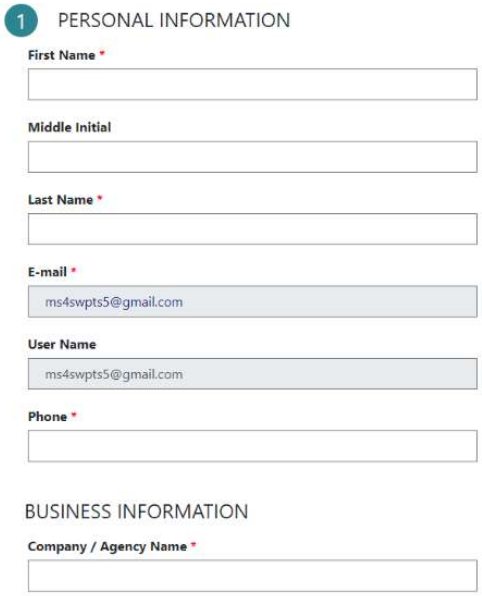
Trained Contractor – Responsible for daily inspection, implementation and maintenance of ESC. Must have the NYSDEC 4-Hour Erosion and Sediment Control training certificate. Reports to Contractor and must be an employee of the Contractor. **Trained contractors register as general users.**

Step 4:

The “Personal and Business Profile” page will load.



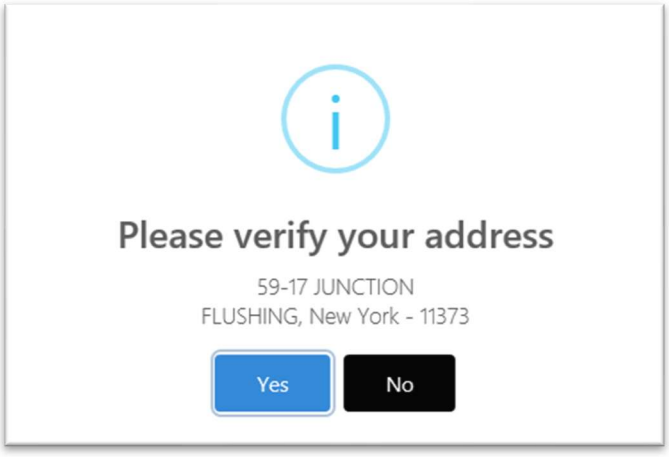
Provide your contact information.



Step 5:

Accept the “Electronic Signature Agreement”.

Click the “Save” button.

Step 6: Verify your address.	

Step 7: Only for users needing a Certified Professional role, such as:

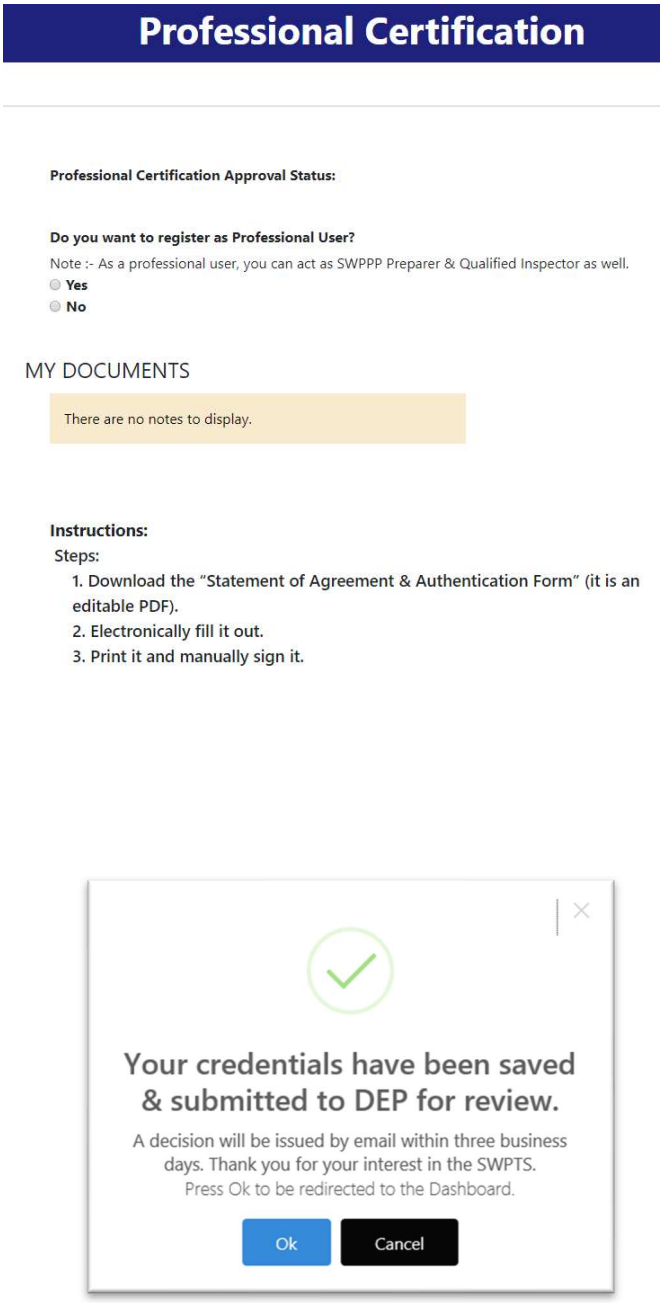
- Professional Engineer
- Registered Landscape Architect
- Certified Professional in Erosion & Sediment Control

The SWPPP Preparer must be a Certified Professional

The Professional Certification form can be updated at any time by navigating to “My Account” / “Professional Certifications”.

Follow the instructions on the Professional Certification Forms. You must submit an updated Statement of Agreement and Authentic Form any time you renew or update your Professional Certification.

Click the “Save” button.

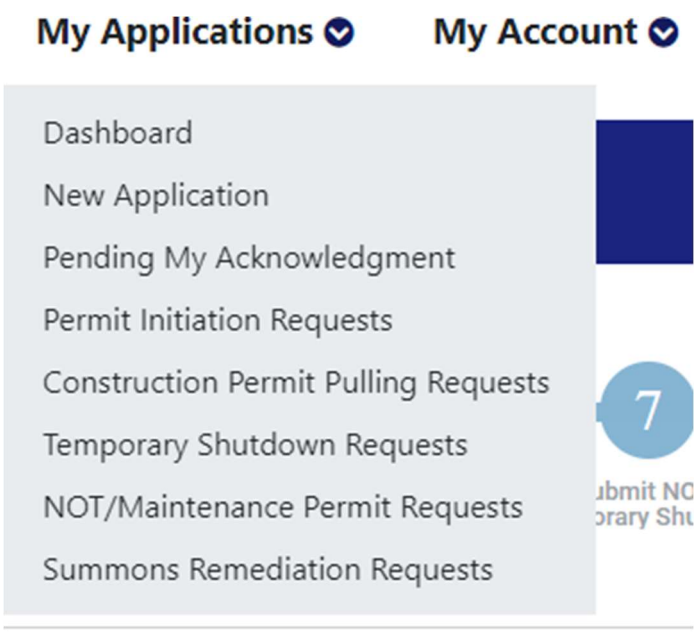


2. Main Menu

Under the “My Applications” drop-down menu are the following options:

1. **Dashboard**: Main view of all your applications; guides you through project milestones.
2. **New Application**: Create a new Stormwater Construction Permit Application.
3. **Pending My Acknowledgment**: Applications require acknowledgment by project stakeholders.
4. **Permit Initiation Requests**: After SWPPP approval, this is the first step in requesting a construction permit.
5. **Construction Permit Pulling Requests**: The second step in requesting a construction permit.
6. **Temporary Shutdown Requests**: Temporarily halt construction.
7. **NOT/Maintenance Permit Requests**: Terminate construction.

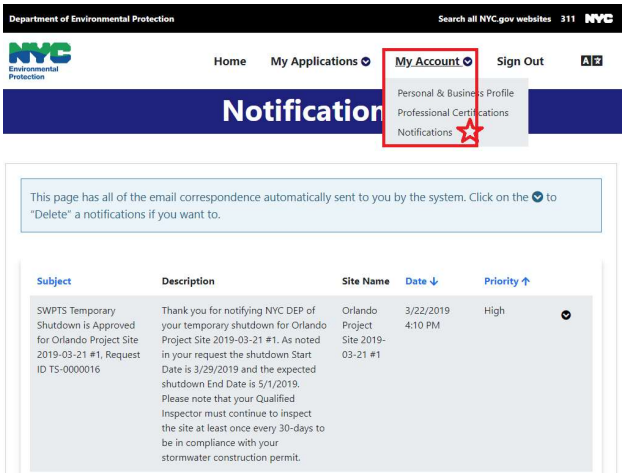
All these options are covered in detail in the following pages.



3. Notifications

You will receive several email notifications throughout the application lifecycle.

Copies of those emails are consolidated here in the "Notifications" option of the "My Account" drop-down menu.



4. The SWPTS Dashboard

The dashboard shows the various milestones of the Stormwater Construction Permit Application Lifecycle:

1. Fill out the Application Form
2. Get Application Acknowledged by Owner, Developer, SWPPP Preparer
3. Submit Application Payment
4. Go through Review Process
5. Receive Approval Letter
6. Request Construction Permit
7. Submit Notice of Termination or Temporary Shutdown

5. Fill Out the Stormwater Construction Permit Application Form

The Application for the SWPPP approval is filled out by the Applicant. An applicant may be any user that is registered in the SWPTS.

Before the application can be submitted, it must be Acknowledged by the Owner, Developer and SWPPP Preparer. If any of these users find the information listed or uploaded is incorrect, they may revert the application to Draft.

Step 1:

Navigate to the “Fill Out the Form” step in the Dashboard.

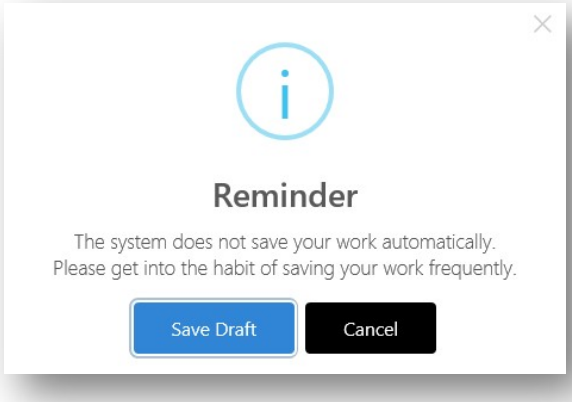
Click the “Create New” button

Provide a Project/Site Name.

If your project has a Borough-Block-Lot, and you provide House Number, Street Name, Borough; the system can help prepopulate some geographic information.

Step 2:

Save your work frequently!

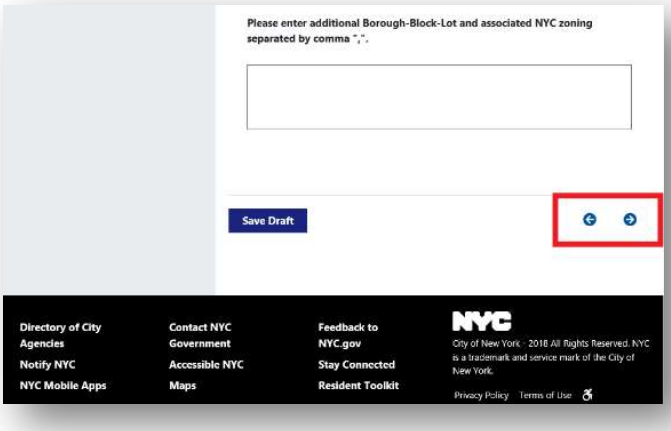


Step 3:

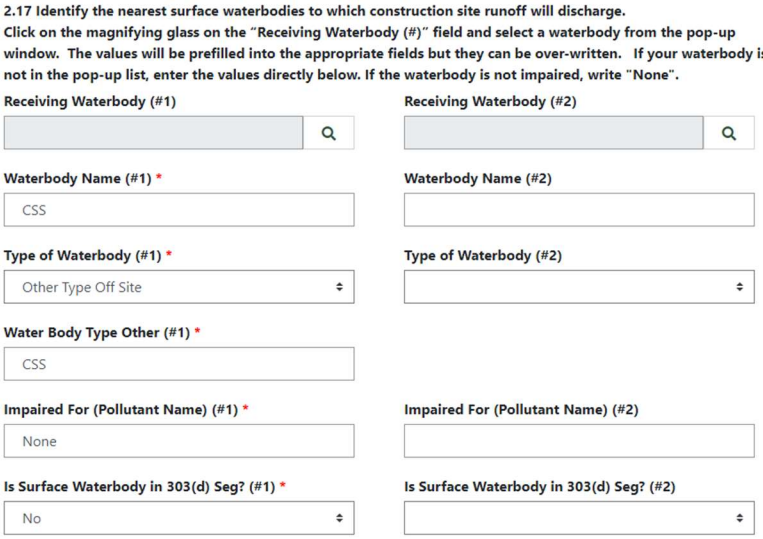
Navigate the form by using the links on the left-pane

Or by

Clicking the arrows on the bottom right side of the page



For Projects located in the Combined Sewer Service (CSS) area answer question 2.17 as shown.



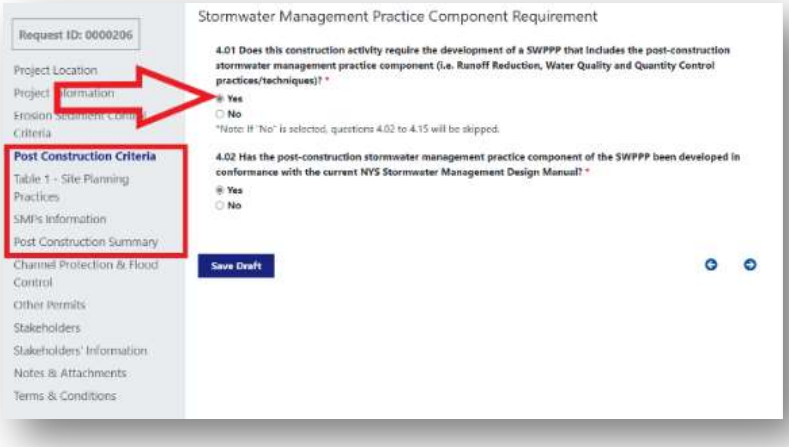
NEW

Post Construction Criteria

Does your project require a “Post-Construction Stormwater Management Practice”?

If 4.01 = “Yes”, then answer Post-Construction related questions.

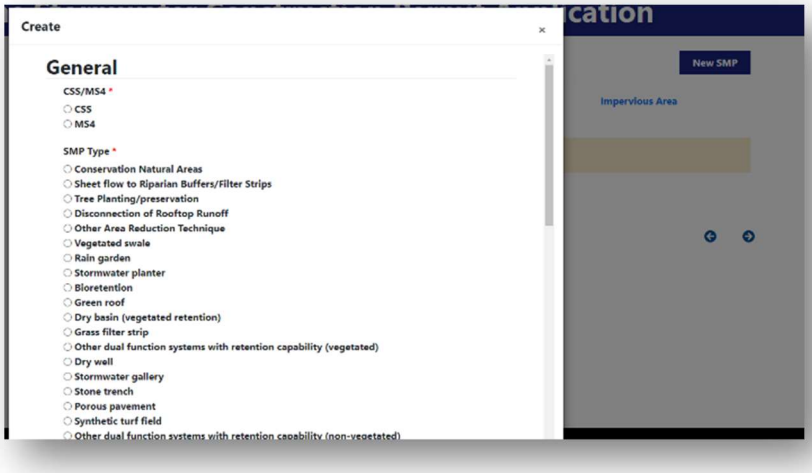
Otherwise, if 4.01 = “No”, skip to 4.16



Creating a New SMP

New SMP

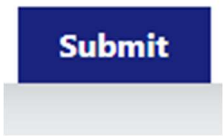
Choose where the SMP is located MS4 or CSS, then select the SMP type.

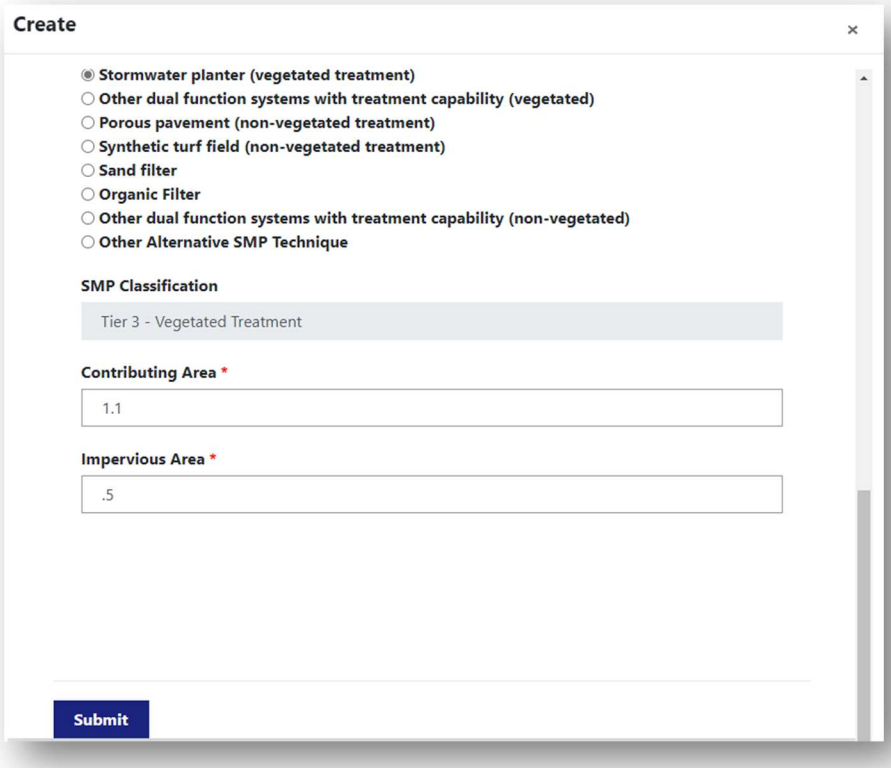


Enter drainage area and submit

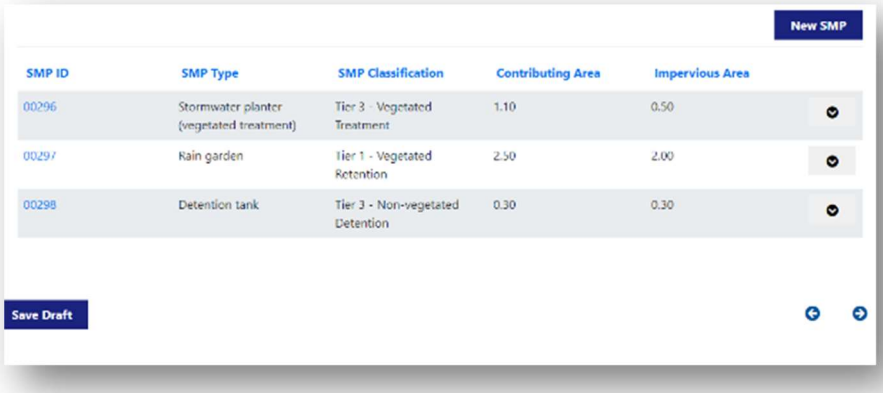
After selecting the SMP, enter both the entire contributing area and the impervious area that is discharging stormwater runoff to the SMP. The contributing impervious area must be equal to or less than the total contributing area.

When done entering:

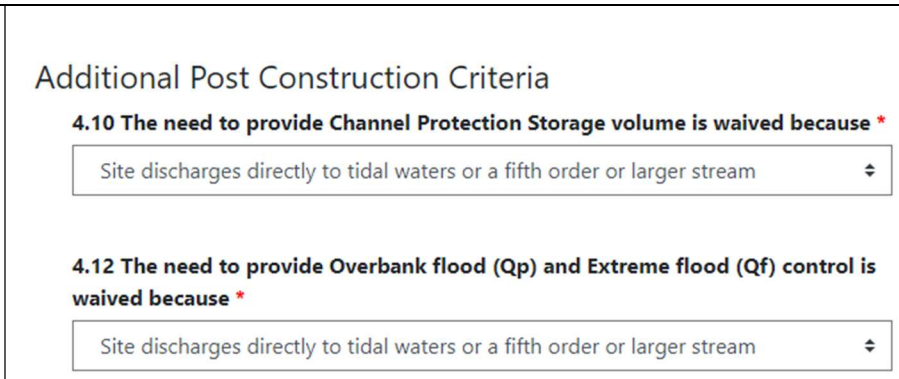




When you're finished your practices appear like this, each practice will have a unique SMP ID.



For projects in the CSS area Questions 4.10 and 4.12 should be answered as shown



Step 5:

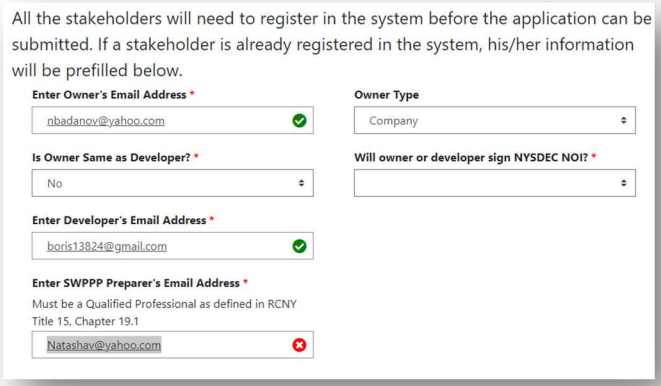
Stakeholders Email Addresses Must be Registered in the System.

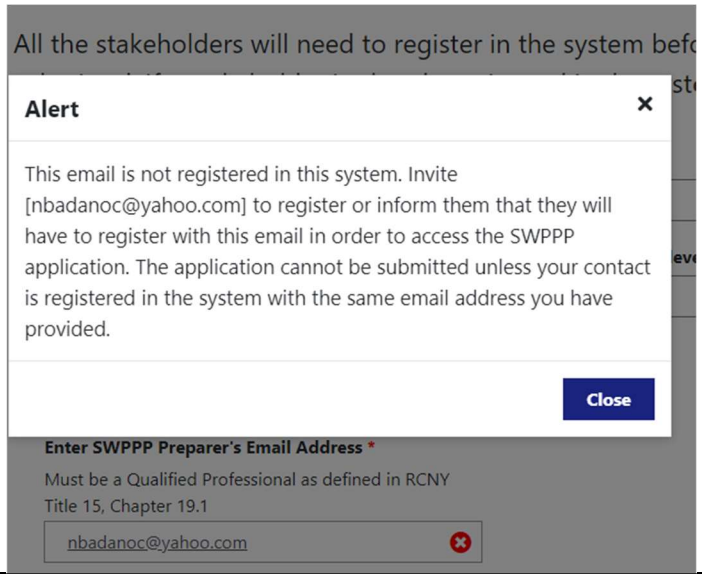
If a stakeholder's email is not registered in the system, the application cannot be submitted.

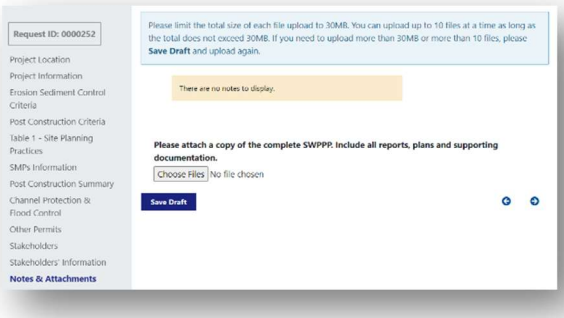
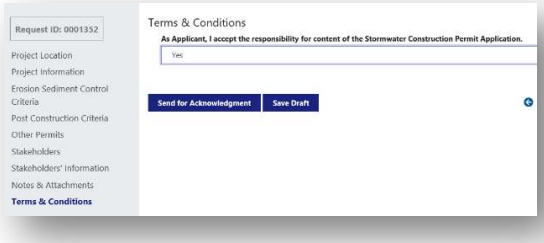
You must notify all stakeholders that they must register in the system.

Furthermore, the SWPPP Preparer, must also be registered as a "Certified Professional".

Only when all stakeholders are registered and the SWPPP Preparer has the "Certified Professional" role, can the application be submitted for Acknowledgment.

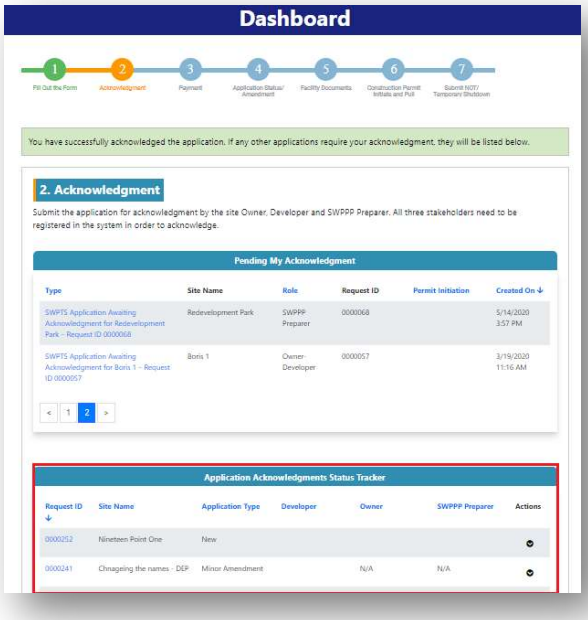


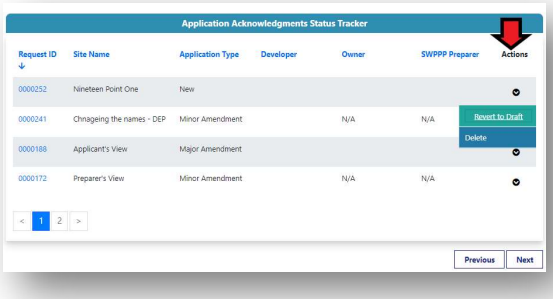


Step 6: Upload the SWPPP and any other supporting documentation. Up to 10 files can be uploaded at a time for a total of 30MB. If more files are needed, “Save Draft” and upload more. Each batch cannot exceed 30MB.	
Step 7: Accept the “Terms & Conditions” And “Send for Acknowledgment”.	
Step 7: Correct errors.	

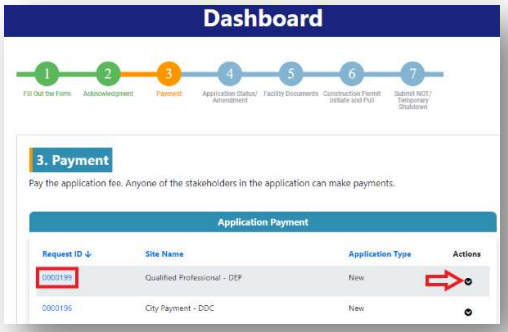
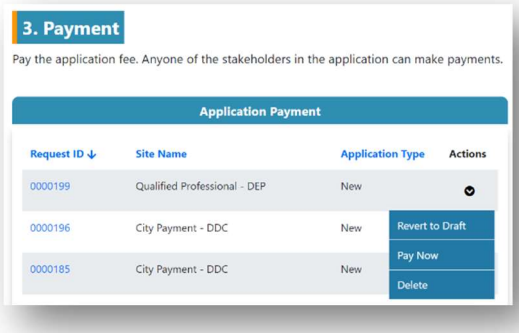
Step 8: Accept the “Terms & Conditions” again. And attempt to “Send for Acknowledgment” again.	
Step 9: Await Stakeholder Acknowledgment.	

6. Monitor Acknowledgment

Step 1: Navigate to the “Acknowledgment” step in the Dashboard. The “Application Acknowledgments Status Tracker” shows if the **Developer, Owner, and SWPPP Preparer** have acknowledged. Once all three stakeholders acknowledge the application, proceed to the next milestone: Payment.	

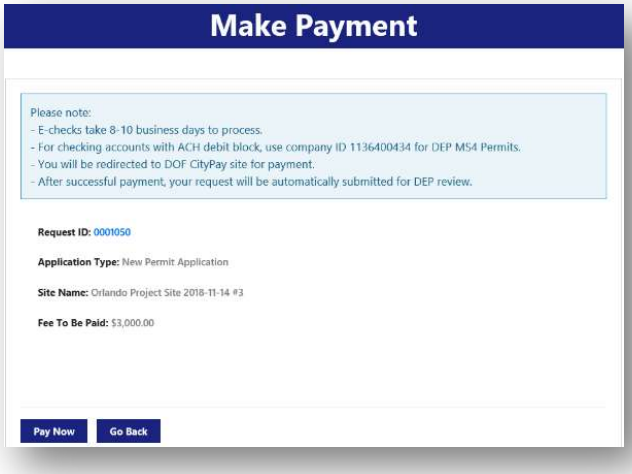
If the **Developer, Owner, or SWPPP Preparer** find that the application or attached files are not correct, they may revert the application to draft to edit, before submitting. All Acknowledgements will need to be completed again if the application is reverted to draft.	

7. Pay Application Fee

Step 1: Navigate to the “Payment” step in the Dashboard. Any of the Stakeholders can make a Payment.	
Step 2: Select the Request ID or the Drop-Down Actions Arrow	

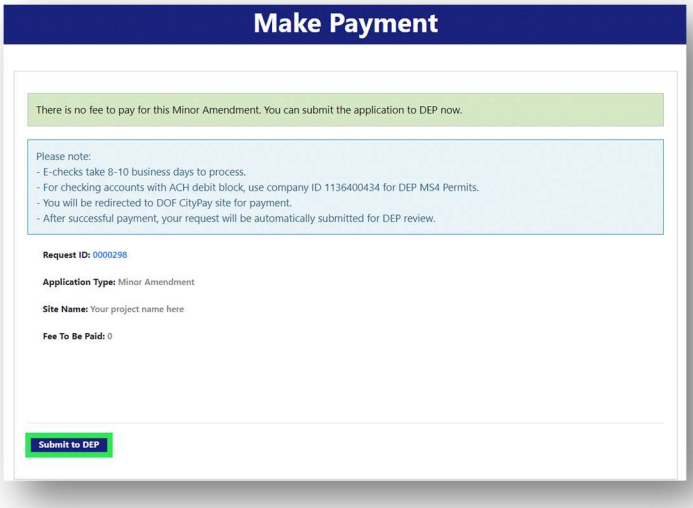
Step 3:

Follow the payment instructions on the next screens. You will leave the DEP site and be taken to NYC CityPay page to finalize payment.



Minor amendments have $0.00 associated with them but still need to use the Payment Steps described above.

The last step is to Submit to DEP.



8. Monitor Application Status

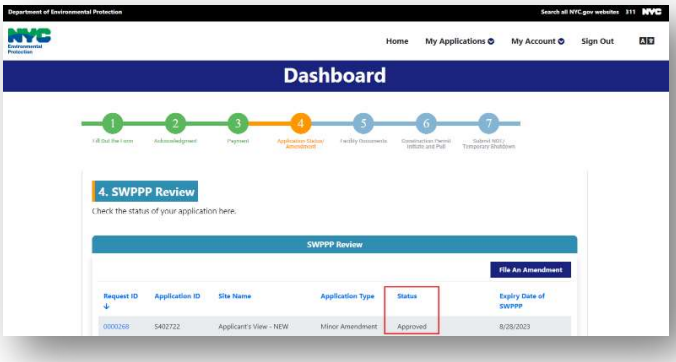
Step 1:

Navigate to the “Application Status / Amendment” step in the Dashboard.

After Payment is made, the status will change to:

“Processing Payment”; then to

“Submitted”.



DEP will review fully conforming applications within 45-days; non-conforming applications within 60-days.

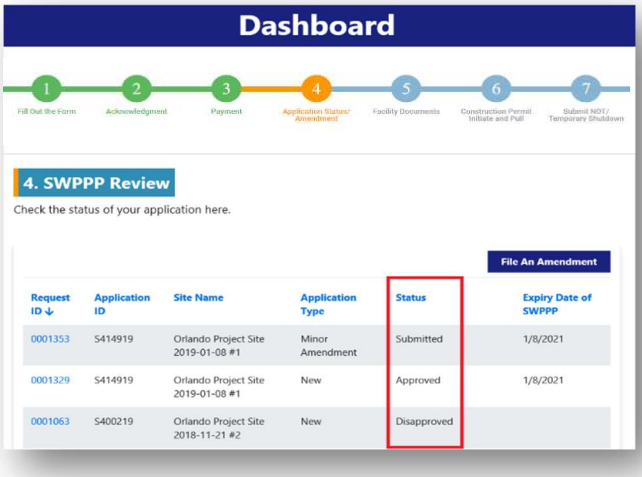
9. Receive Decision

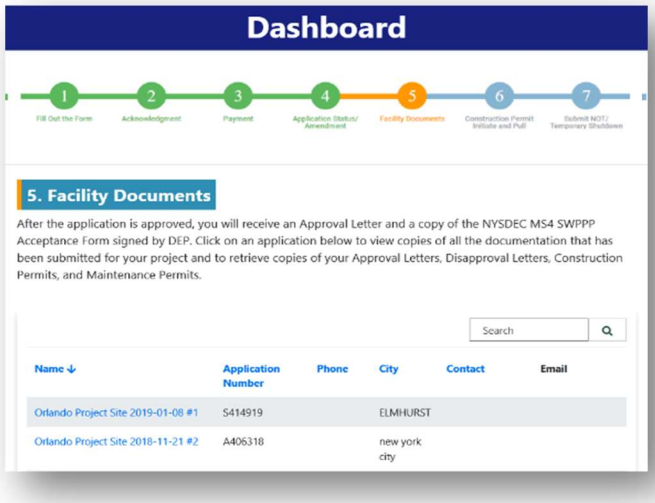
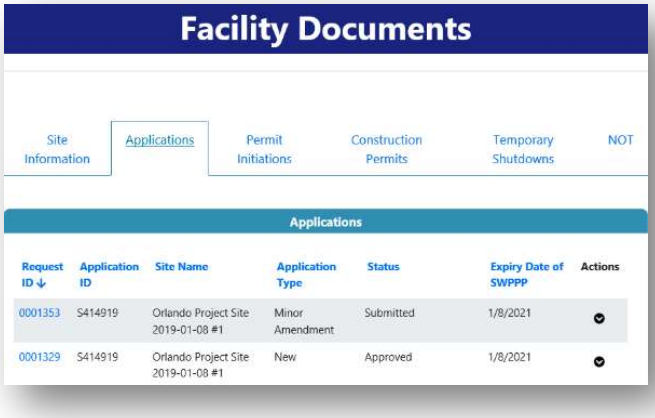
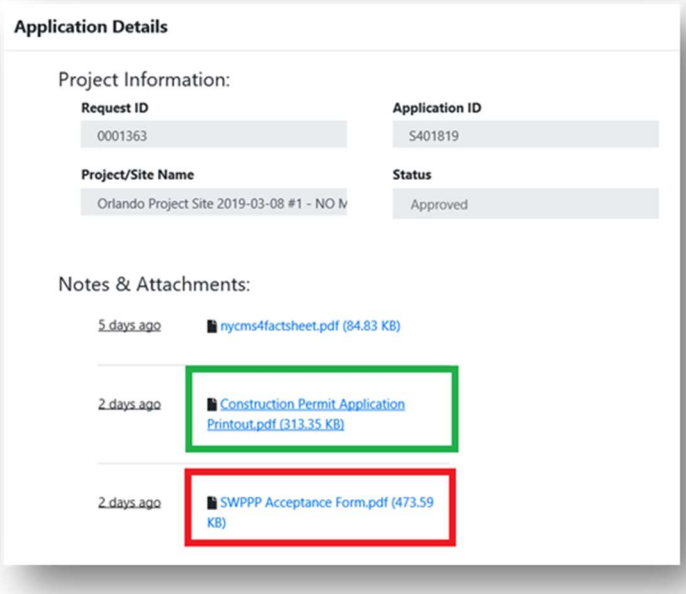
Step 1:

Navigate to the “Application Status / Amendment” step in the Dashboard.

A decision email will be sent to all stakeholders.

The status will change to “Approved” or “Disapproved”.

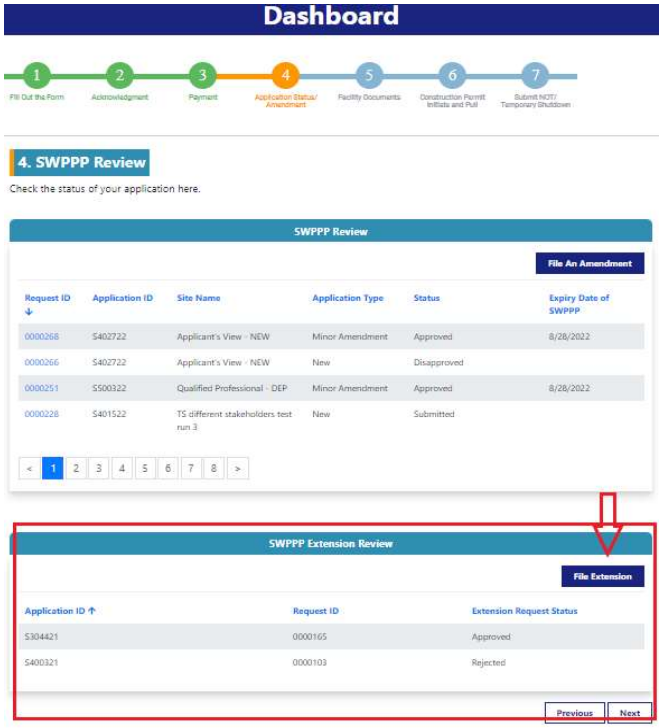


Step 2: Navigate to “Facility Documents” and select your Facility (Project/Site).	
Step 3: Select the desired application (a Facility can have multiple applications).	
Step 4: Select your desired document. An “Application Details” window will pop-up. PDF versions of your application and approval are available in the “Notes & Attachments” section: “Construction Permit Application Printout.pdf” “SWPPP Acceptance Form”	

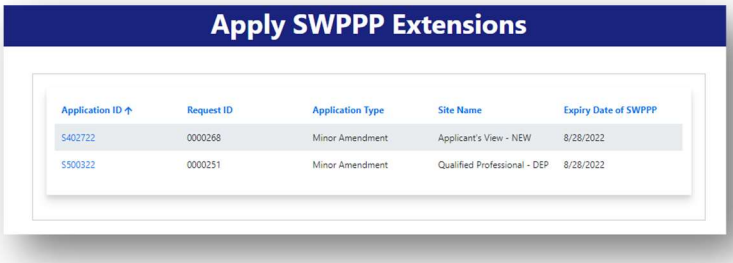
10. Apply for SWPPP Approval Extension

SWPPP Approvals may be Extended one time for 1-year with the submission of written a justification for delay and a fee of $1,000 per disturbed acre, made at least 30 days prior, to the expiration of a plan approval.

To request an extension, have a PDF of the written justification ready and select **File Extension**

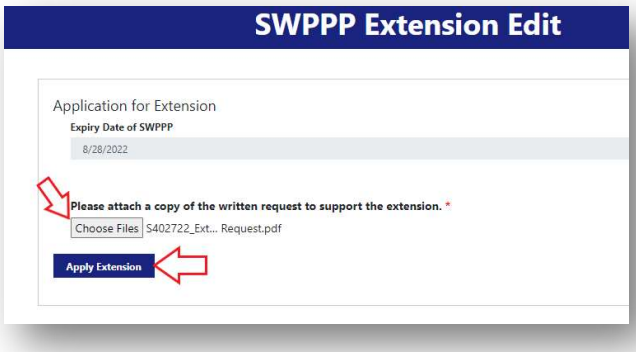


Select the Application ID associated with the approved project you would like to Extend.



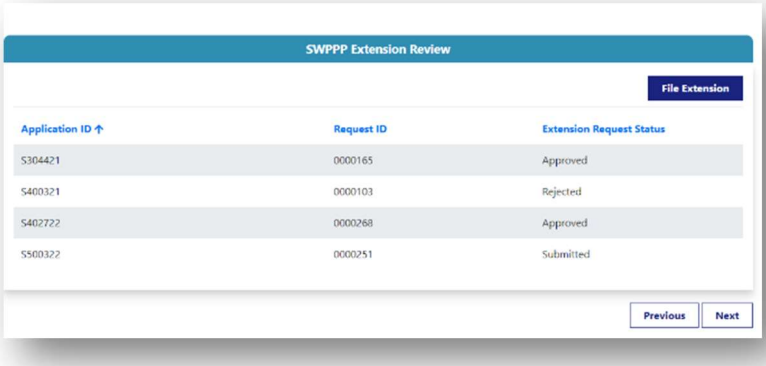
First select the file with the written justification

Next select **Apply Extension**

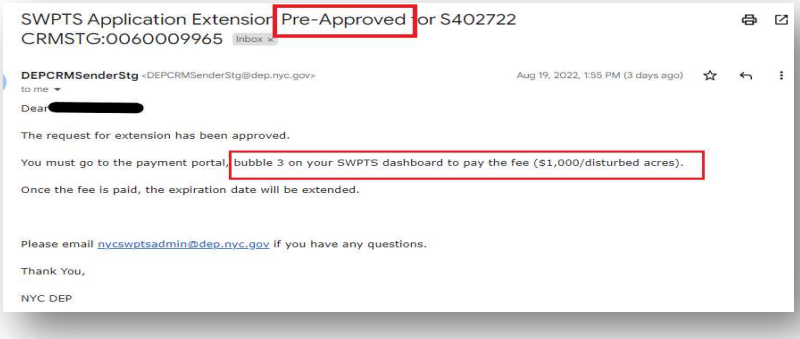


The extension request status will let you know the status of the request:

Submitted – the request has been sent to DEP
Rejected – the request has been rejected by DEP
Approved – the request has been accepted by DEP and the fee has been processed.



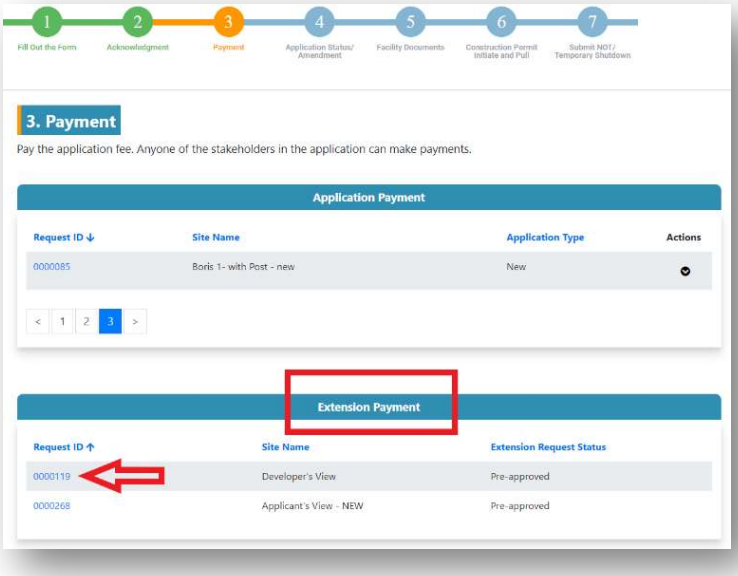
After you apply DEP will review the information submitted and make a determination. If everything is order, the application is Pre-Approved.
Pre-Approved – the request has been accepted by DEP and is ready for payment – this will be emailed to the applicant



Extension Payment

Select the request ID to make the Payment

Once Payment is completed, DEP will move the application to approved and an updated SWPPP Acceptance/Approval will be issued.



11. Construction Permit

After DEP approves your SWPPP Plan and you receive an MS4 Acceptance Letter from DEP, you can proceed with requesting a Construction Permit.

The Construction Permit is divided in two phases:

1) "Permit Initiation"

2) "Pulling Construction Permit"

Two different forms need to be filled out, acknowledged, and approved.

In the "Permit Initiation" Phase, the following is required:

a) If the project is in the MS4 area and 1 or more acres of soil will be disturbed, the SPDES General Permit Identification Number and a scanned copy of the NOI Acknowledgement letter from NYSDEC.
b) Contractor with the primary responsibility for the project site must be registered in SWPTS.
c) Contractor with the primary responsibility for the project site must acknowledge the "Permit Initiation" request.
d) For all projects not owned by the City, a Stormwater Maintenance Easement must be filed with the NYC Register or the Richmond County Clerk. An example of acceptable document is a copy of the completed NYC Department of Finance, Office of the City Register Recording and Endorsement Cover Page.
e) Qualified Inspector registered in SWPTS as a "Professional User;" if a person with NYS DECs 4-Hour Erosion and Sediment Control training will be performing inspections, their credential must be available in the site logbook and the Qualified Professional that is employed at the same company to whom this person reports directly must be the person identified in the SWPTS.

In the "Pulling Construction Permit" Phase, the following is required:

a) Copy of the contractor's insurance.
b) SPDES General Permit Identification Number.
c) Name of trained contractor and a copy of their NYS DEC 4-Hour Erosion and Sediment Control Training Certificate.

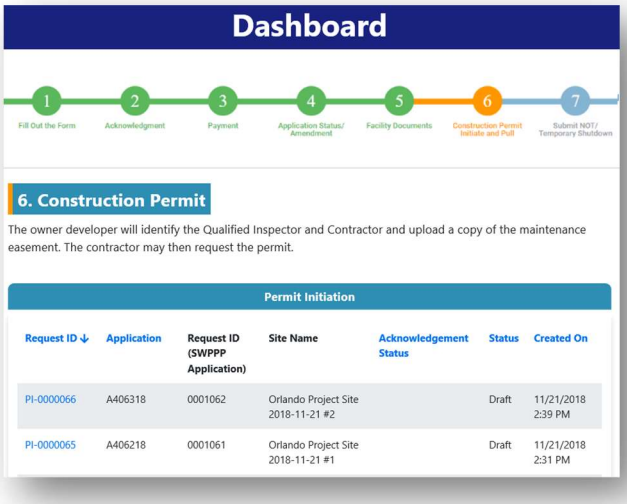
11.1 Permit Initiation

Step 1:

After your SWPPP is approved by DEP, a “Permit Initiation” form will automatically be created for you.

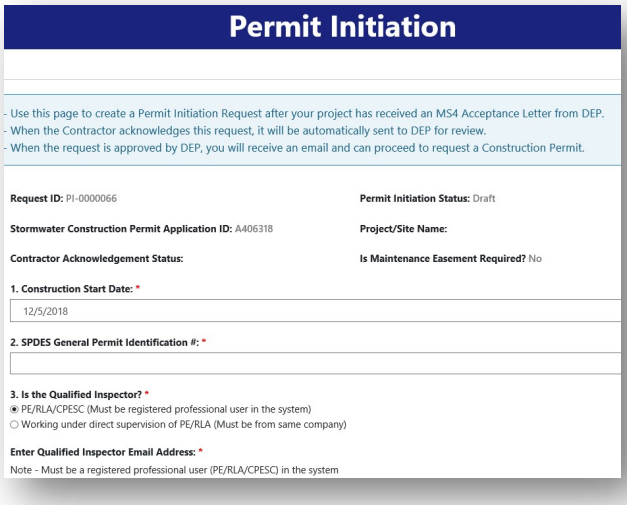
Navigate to the “Construction Permit Initiate and Pull” step in the Dashboard and open the desired Request ID.

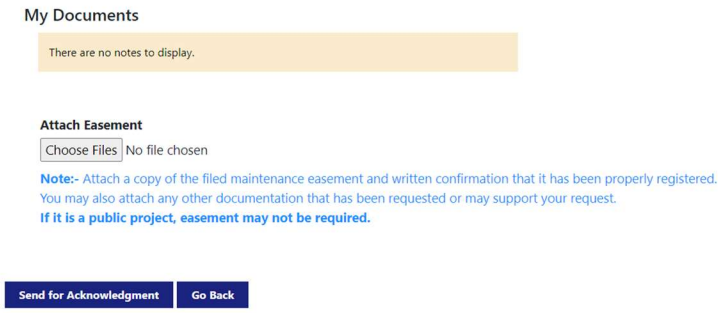
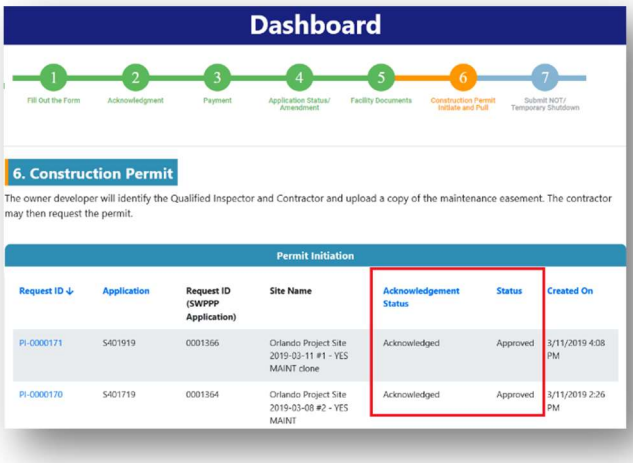
Only the **Owner or Developer** will be able to see and execute the Permit Initiation.



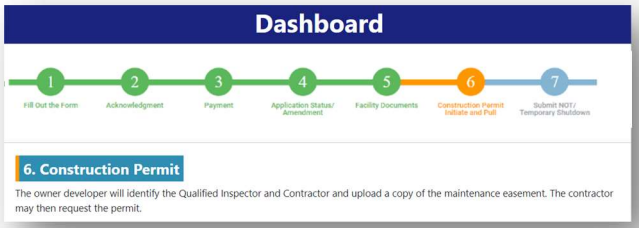
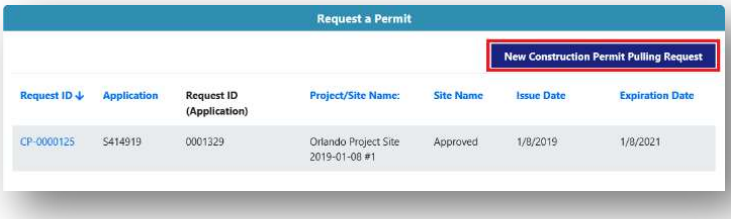
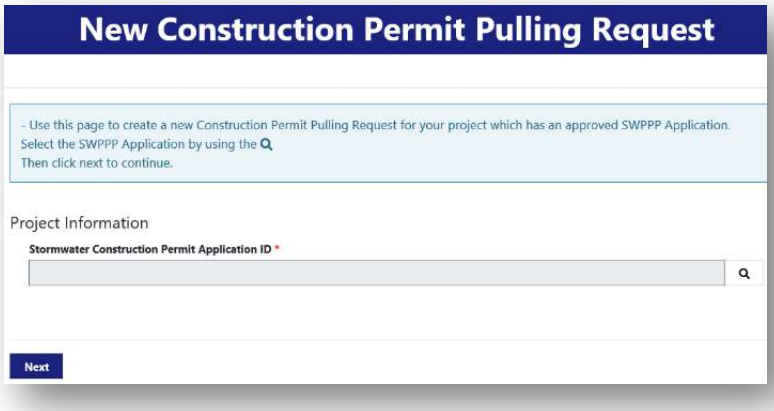
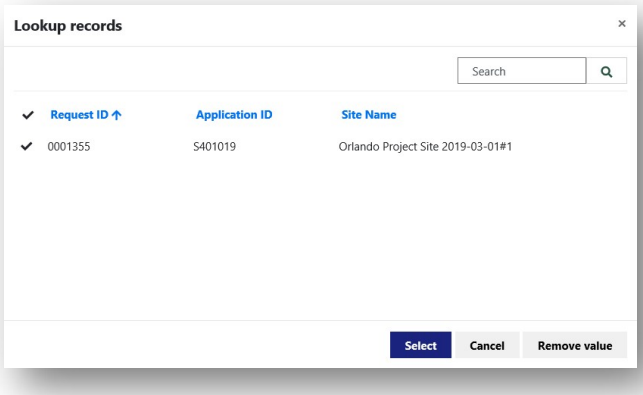
Step 2:

Follow the instructions on the “Permit Initiation” form



Step 3. Attach documentation NYSDEC NOI Letter of Acknowledgement that includes the SPDES Identification number for all MS4 projects, NYC DEP Site Connection Proposal Approval, Proof that the Stormwater Maintenance Easement has been filed with the NYC Register or Richmond County Clerk.	
Step 4: Finally, submit for contractor acknowledgment. Once the contractor acknowledges, the “Permit Initiation” form will automatically be submitted to DEP for review. Monitor the status of the acknowledgment and final approval. After the “Permit Initiation” is approved by DEP, the Contractor can proceed to “Pull the Construction Permit”.	

11.2 Pulling Construction Permit

Step 1: Navigate to the "Construction Permit Initiate and Pull" step in the Dashboard. Scroll to the bottom.	
Step 2: Click on the "New Construction Permit Pulling Request" button.	
Step 3: Follow the instructions on the next screens.	
Step 4: Find the desired project.	

Step 5:

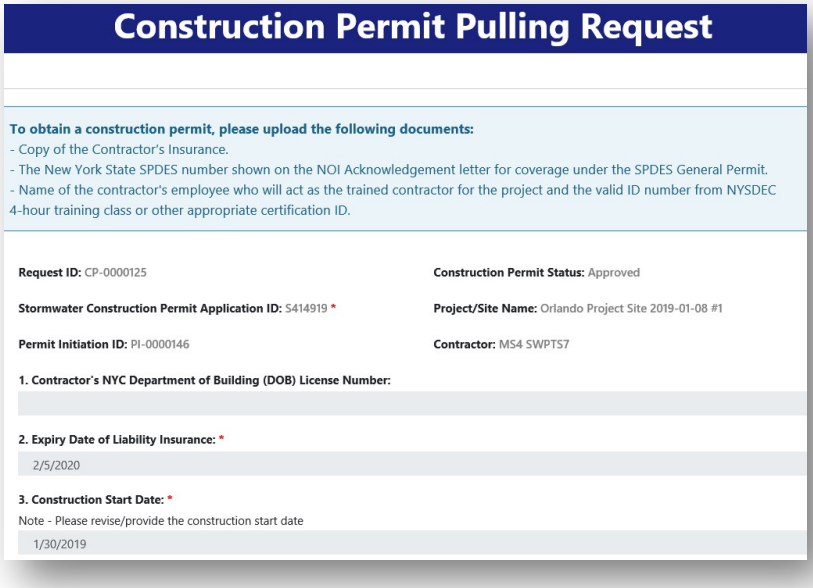
Click Next.

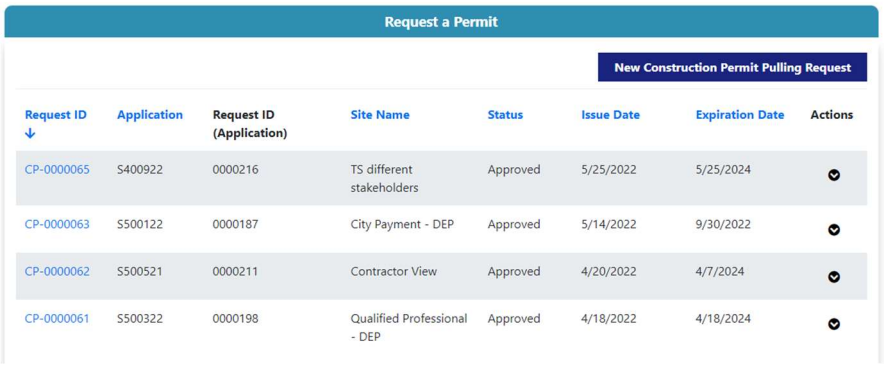
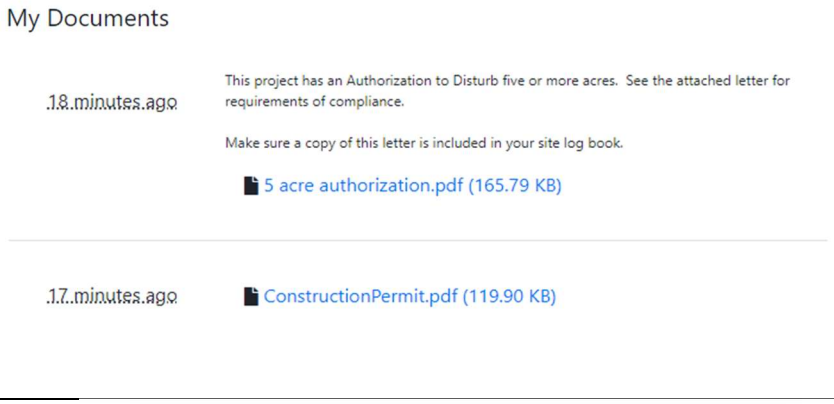
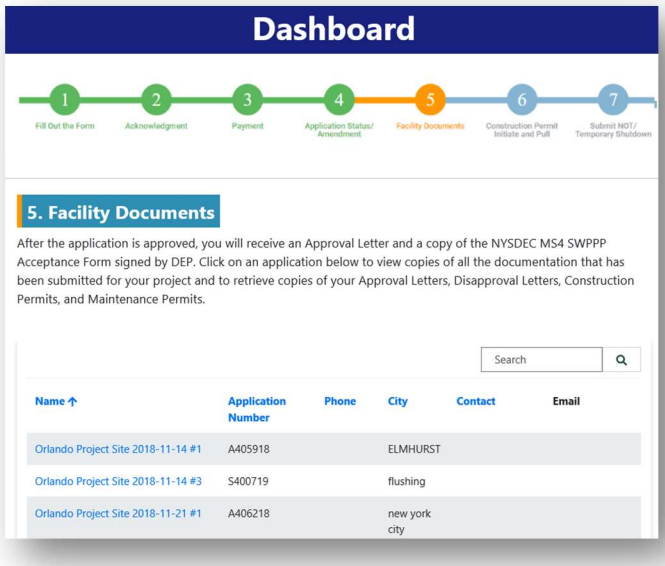
Step 6:

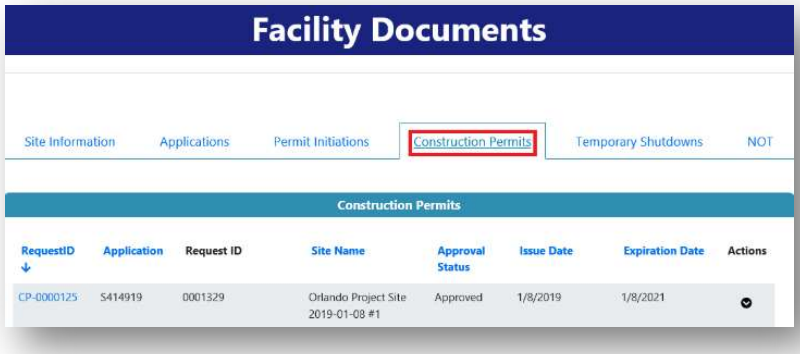
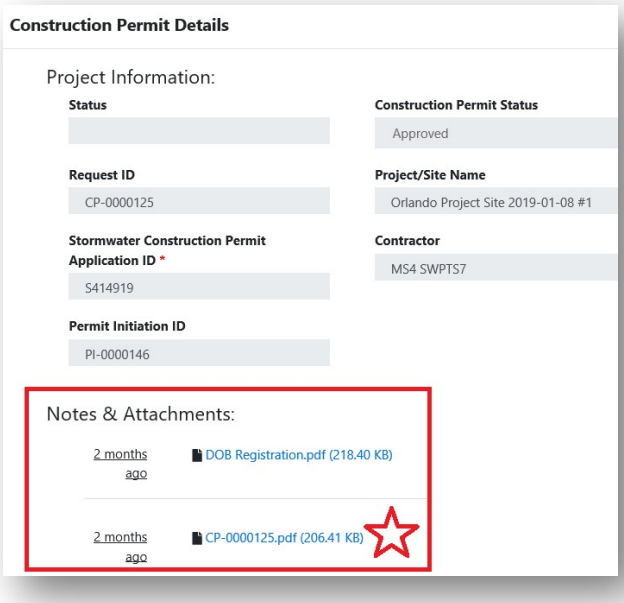
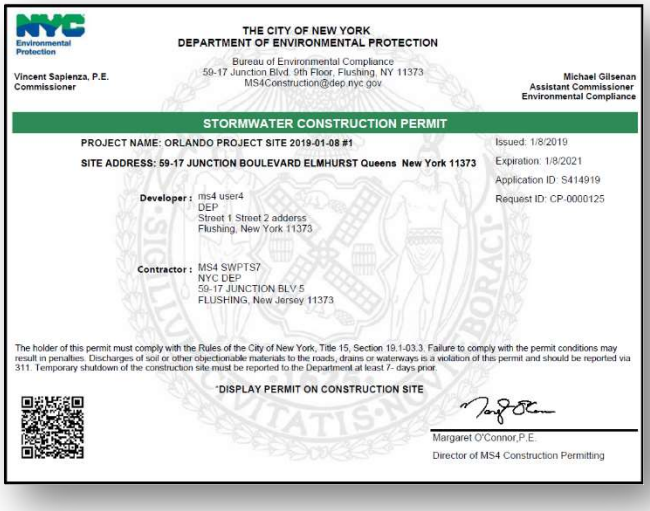
Fill out the form and submit the "Construction Permit Pulling Request".

Required documents, including certificate of insurance, must be uploaded prior to submission.

Once your "Construction Permit Pulling Request" is approved, you can download and print a pdf copy of the permit.

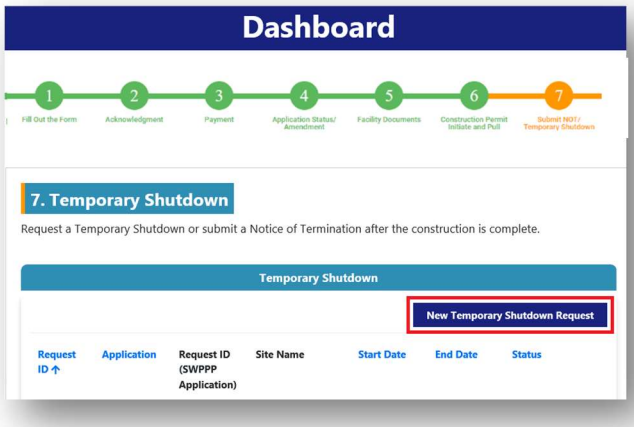
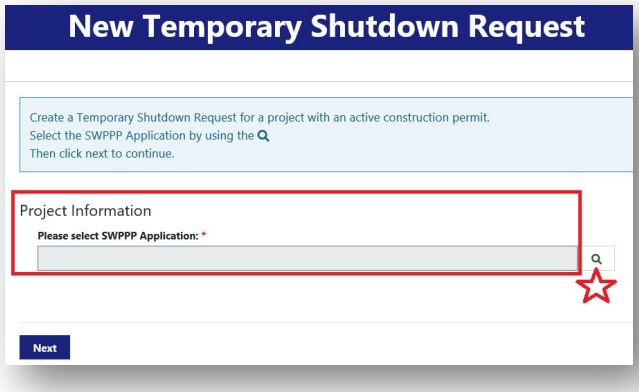
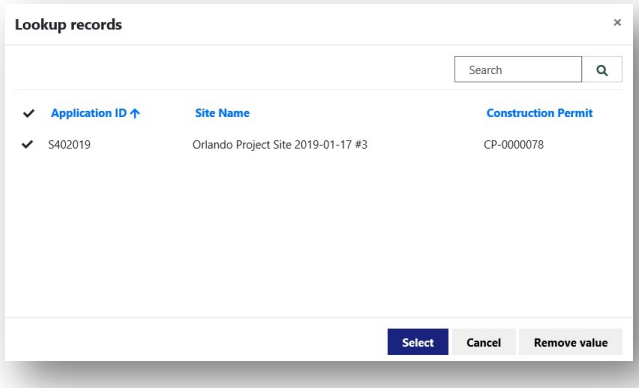


To download and print the Construction Permit and View permit conditions navigate back to Construction Permit Initiate and Pull. Scroll down to Request a Permit and select the approved CP number.	
Under 'My Documents' you will find the Permit and the list of conditions. Read the conditions carefully before starting any work on the site.	
Step 7: Owners and Developers can also retrieve the Construction Permit, by navigating to "Facility Documents" and selecting the desired Project/Site.	

Step 8: Then, navigate to the "Construction Permits" tab, and select the desired permit Request ID.	
Step 9: A pop-up window will appear, select the permit. Download the permit, print the permit.	
Construction Permit should look like this.	

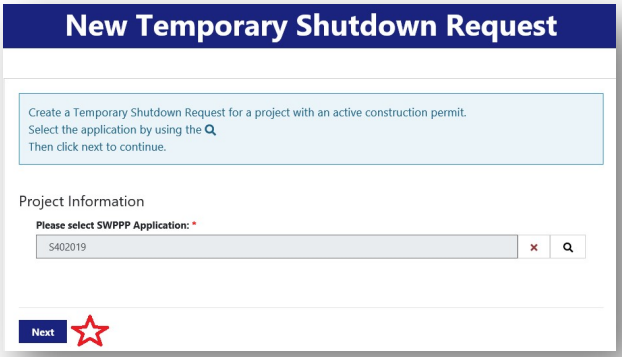
12. Temporary Shutdown

If construction needs to be temporarily halted, file for a “Temporary Shutdown”.

Step 1: Navigate to the “Submit NOT/Temporary Shutdown” step in the Dashboard.	
Step 2: Search for your desired Project/Site.	
Step 3: Select your desired Project/Site.	

Step 4:

Click the “Next” button.

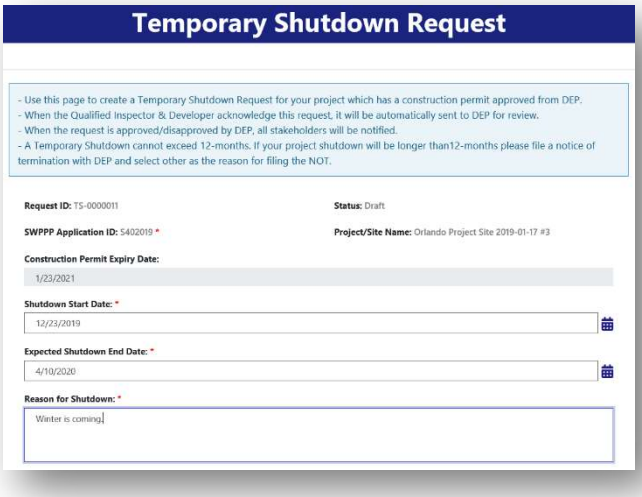


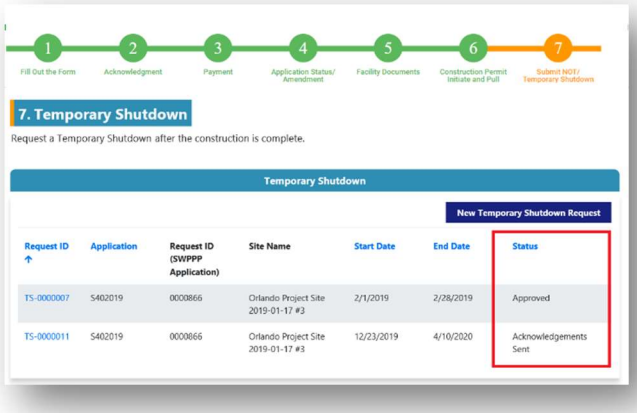
Step 5:

Fill out and submit the “Temporary Shutdown Request” form by following the on-screen instructions.

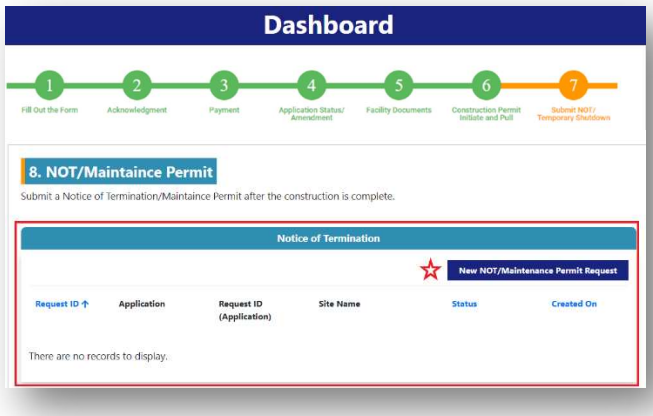
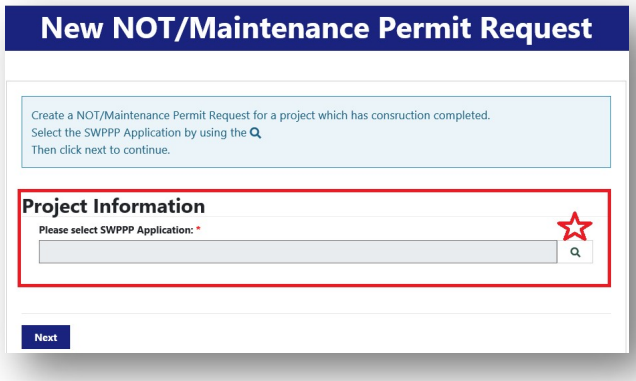
The “Qualified Inspector” and the “Developer” will receive acknowledgment requests via email.

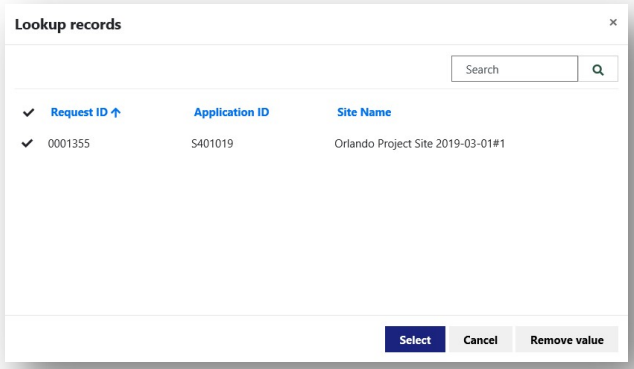
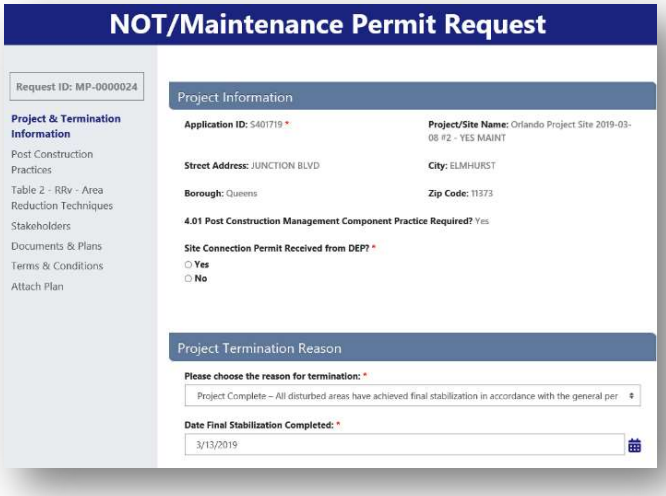
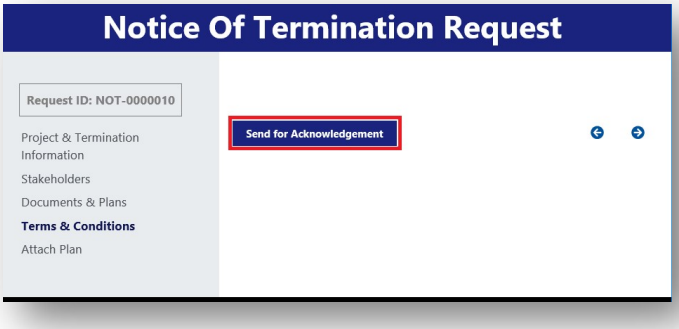
After they acknowledge, the “Temporary Shutdown Request” will be automatically submitted to DEP.

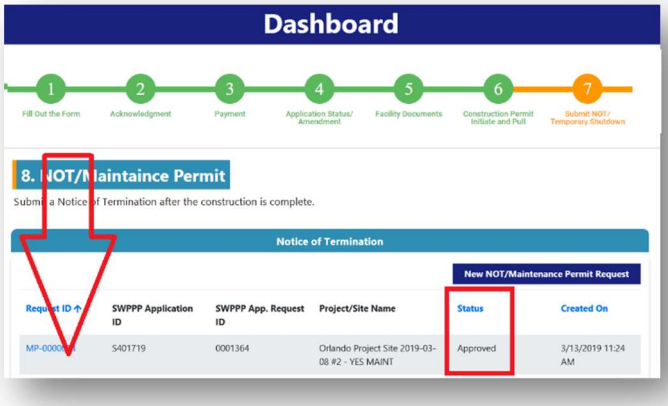


Step 6: The status can be tracked in the “Temporary Shutdown” Section.	

13. Notice of Termination (NOT)

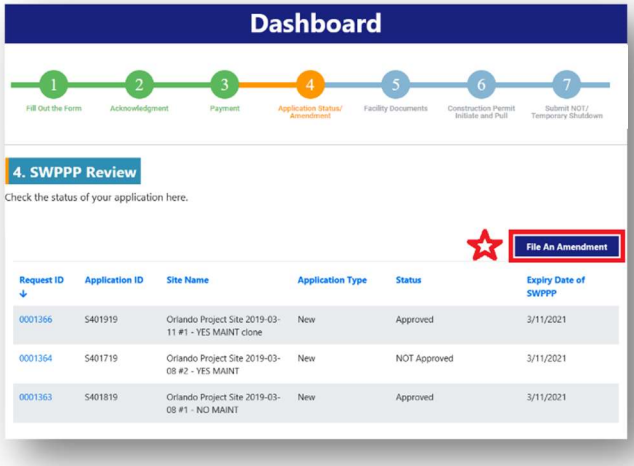
Step 1: Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section: “Notice of Termination”. Click on the button “New NOT/Maintenance Permit Request”.	
Step 2: Find your desired project/site.	

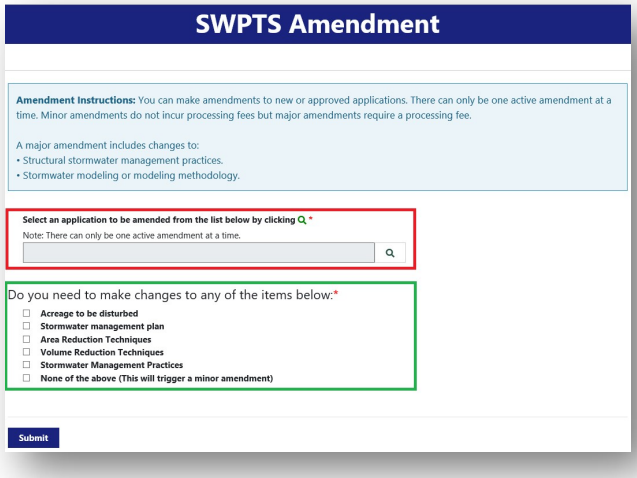
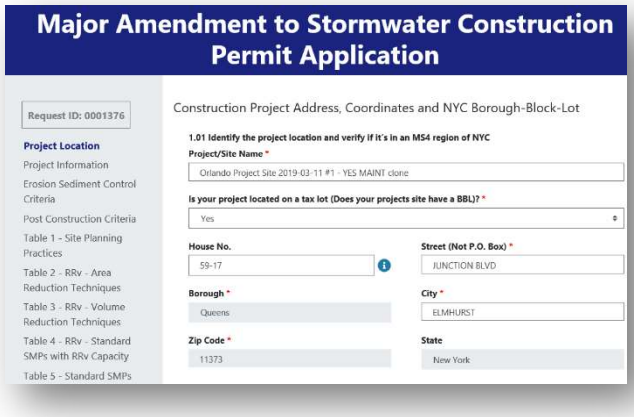
Step 3: Select your desired project/site.	
Step 4: Fill out the “NOT/Maintenance Permit Request”.	
Step 5: Send for Acknowledgment. The Qualified Inspector and the Owner will receive an email requesting acknowledgment. Once they acknowledge, the request will be automatically submitted to DEP.	

Step 6: Monitor the status by scrolling down to the “Notice of Termination” section.	

14. Amendments

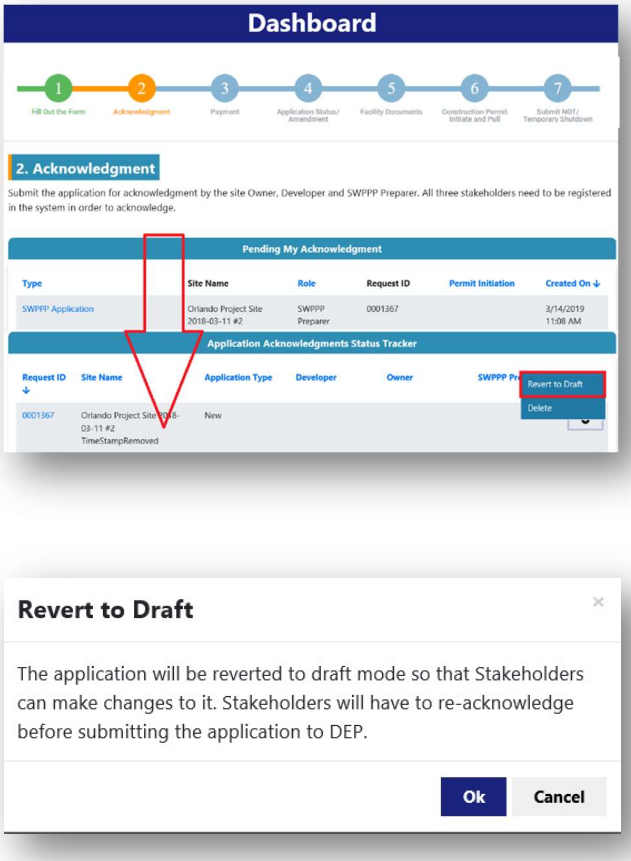
Amendments to applications can be made after an application is submitted to DEP. Amendments are considered Major or Minor. Major amendments have an application fee; minor amendments do not.

Step 1: Navigate to “Application Status / Amendment”. Click the “File an Amendment” button.	

Step 2: Select the application to be amended by using the Magnifying Glass. Select the type of changes to be made. Click the “Submit” button.	
Step 3: Amend and submit the application. The amended application will go through the same milestones as a regular application: • Acknowledgment • Payment (if major amendment) • Permit Pulling • Notice of Termination	

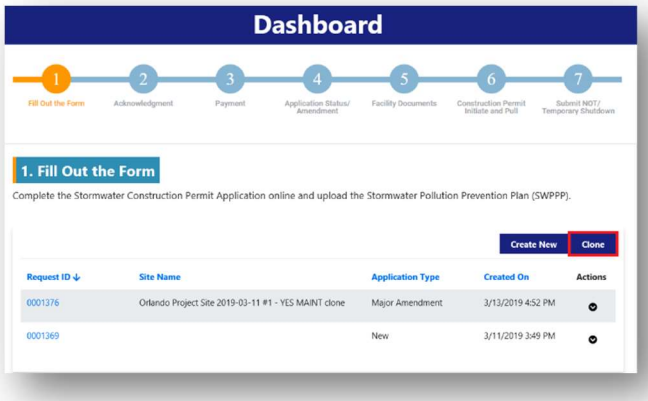
15. Revert to Draft

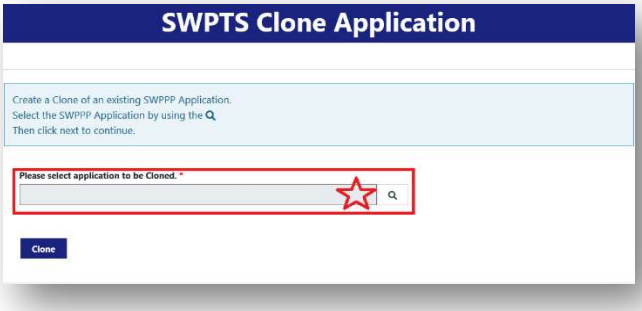
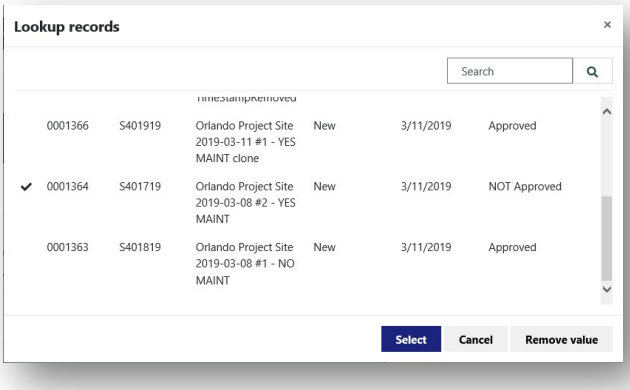
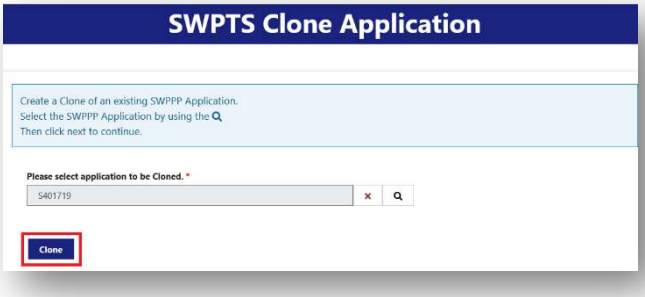
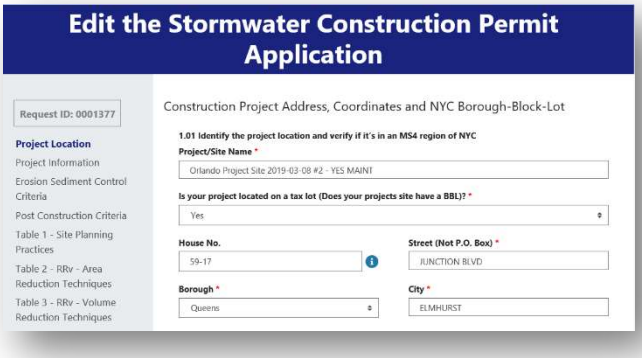
An application can be “Reverted to Draft” before it is submitted to DEP.

Step 1: Navigate to the “Acknowledgment” step in the Dashboard, scroll down to “Application Acknowledgments Status Tracker” section. Step 2: Find the desired application, click the drop-down arrow, select “Revert to Draft”.	

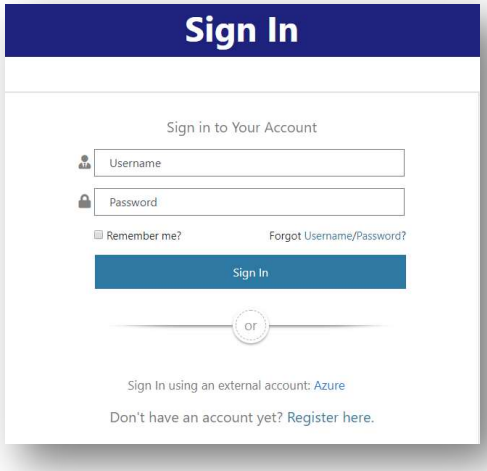
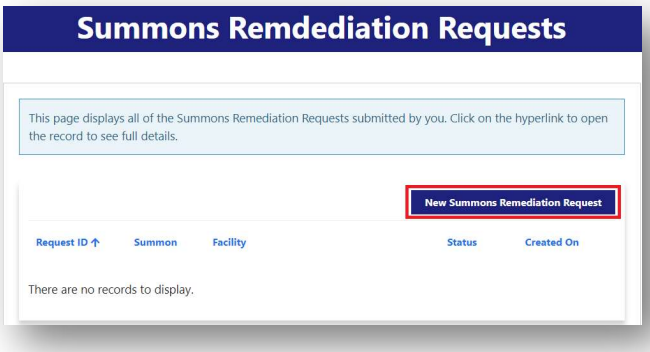
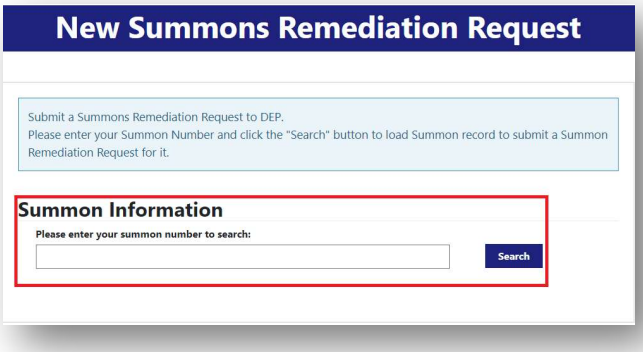
16. Clone

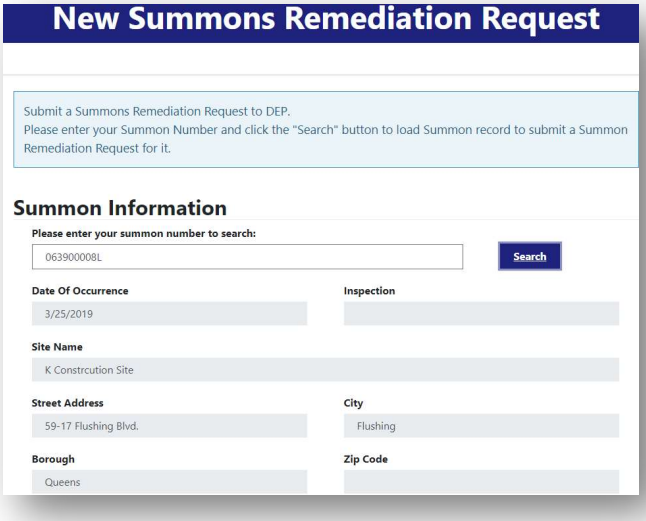
If you have a particular application that could be used as the template for another application, “Clone” it.

Step 1: Navigate to “Fill out the Form” step in the Dashboard. Click the “Clone” button.	

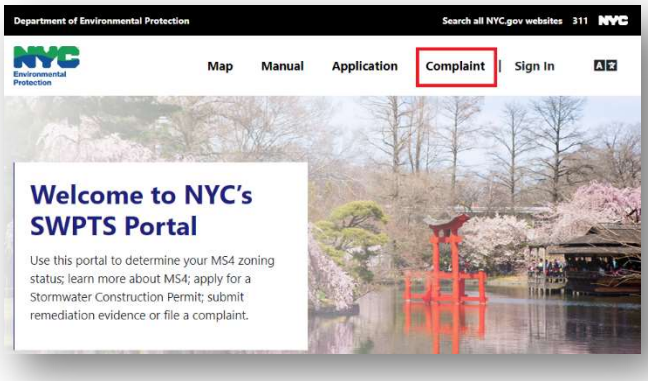
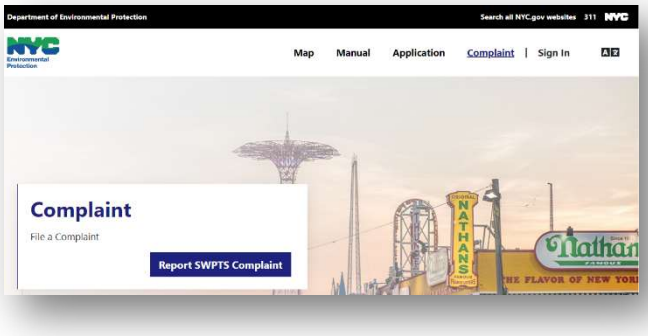
Step 2: Click on the magnifying glass to find the desired application.	
Step 3: Select the desired application.	
Step 4: Click the “Clone” button.	
Step 5: Everything except the attachments will be copied into a new application.	

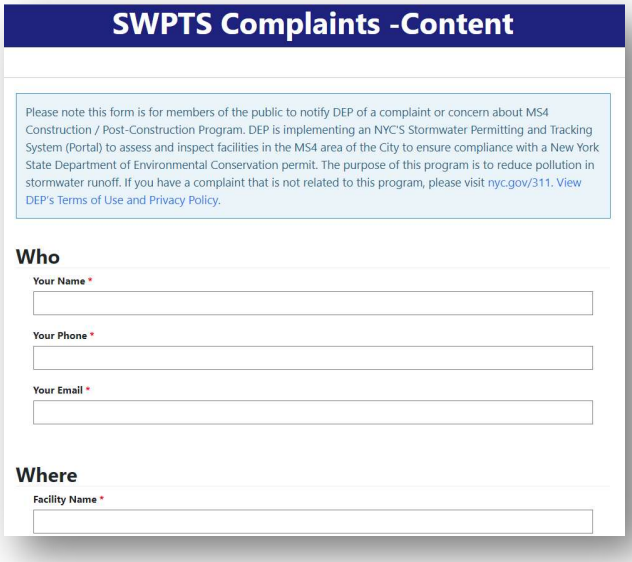
17. Enforcement Remediation Requests

Step 1: Log into the system.	
Step 2: Select the “Summons Remediation Requests” option from the “My Applications” drop-down menu.	
Step 3: Click on the “New Summons Remediation Request” button.	
Step 4: Search for your summons number.	

Step 5: Fill out and submit the form.	

18. Complaints

Step 1: Click the “Complaint” link on the homepage.	
Step 2: Click on the “Report SWPTS Complaint” button.	

Step 3:

Fill out and submit the complaint form.