Instruction Manual

for Stormwater Construction Permit

How to Prepare a:

Notice Of Intent (NOI)
For Stormwater Discharges
From Construction Activities in New York

Stormwater Pollution Prevention Plan (SWPPP)

Notice Of Termination (NOT)
To Cancel Construction Permit

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Purpose of This Document

The purpose of this document is to provide instructions for preparing a Notice Of Intent (NOI) for stormwater discharges from construction activities. This document provides developers, contractors, consultants and home builders with an outline for developing a Stormwater Pollution Prevention Plan (SWPPP), which must be completed before filling out the NOI. This outline can be adapted or modified to individual site conditions. It identifies required components of SWPPPs, provides examples of narratives, forms, schedules and maps required for a SWPPP, and introduces the reference documents useful in this process.

The flow chart in Figure 1 identifies conditions in which various components of the SWPPP must be prepared. If a site is required to have a full SWPPP, this plan must be expanded to meet all the requirements of the water quality and quantity sizing criteria outlined in the New York Stormwater Management Design Manual[1]. New York Standards and Specifications for Erosion and Sediment Control[2] is the recommended document for the design of erosion and sediment control practices. All the reference documents pertaining to New York State (NYS) technical standards along with other useful guidance documents are provided either on the New York State Department of Environmental Conservation (DEC) web site, on the Instructions CD, or listed in the reference section of this document. Paper copies of both of the above documents may be ordered from the Empire State Chapter, Soil and Water Conservation Society[3].

It is recommended that you consult with a local Soil and Water Conservation District[4] (SWCD) when preparing a SWPPP. To gain expertise for preparing SWPPPs, planners are urged to attend appropriate training and workshops. Information on such opportunities may be obtained from Calendar of Stormwater Events[5]. To maintain expertise in the process of plan development, execution and inspection, professionals are encouraged to consider certification programs such as the Certified Professional in Erosion and Sediment Control[6] (CPESC) given by the Soil and Water Conservation Society[7].

DEC Central or Regional Offices[8] may be contacted for general questions on the Construction General Permit GP-02-01 and its corresponding Notice Of Intent and Notice Of Termination forms. The Stormwater Interactive Map[9] may be used to look up some basic geographic information. This Instruction Manual is available in electronic format at Stormwater Construction Toolbox[10]. Paper copies can be obtained by calling 518-402-8109. All the references and URLs in this document are underlined and made available in the Reference section.

What is a Construction Permit Notice of Intent (NOI)?

Section 402 of the Clean Water Act requires permits for stormwater discharges from construction activities, that disturb one or more acres of land to obtain a permit. To implement the law, on January 8, 2003, the New York State Department of Environmental Conservation (DEC) issued the General Permit GP-02-01 for Stormwater Discharges from Construction Activities. The Notice of Intent (NOI) discussed in this document is the means to obtain coverage under this General Permit.

This NOI is also used for transition from the General Permit GP-93-06 (Phase I permit) to the General Permit GP-02-01 (Phase II permit). The General Permit GP-93-06 is not available to new applicants after January 8, 2003 and will expire August 1, 2003.

Before submitting the NOI, the applicant should read and understand the permit. The General Permit (GP-02-01) and the NOI are posted on the DEC's web site or can be obtained by calling 518-402-8109.

Who Must File A Notice of Intent Form?

Federal regulation 40 CFR Part 122 prohibits point source discharges of stormwater to waters of the United States without a permit issued under the National Pollutant Discharge Elimination System (NPDES). New York State is delegated by the United States Environmental Protection Agency (EPA) to administer its State Pollutant Discharge Elimination System (SPDES) program in lieu of EPA's NPDES program. The operator of a stormwater discharge which qualifies for coverage under the SPDES General Permit for stormwater must submit a NOI form in order to obtain permit coverage. Consult the General Permit for any possible restrictions on eligibility of coverage.

What is a Stormwater Pollution Prevention Plan (SWPPP)?

A Stormwater Pollution Prevention Plan is a plan for controlling runoff and pollutants from a site during and after construction activities. The principle objective of a SWPPP is to comply with the DEC SPDES Stormwater Permit for construction activities by planning and implementing the following practices:

- Reduction or elimination of erosion and sediment loading to waterbodies during construction;
- Control of the impact of stormwater runoff on the water quality of the receiving waters;
- Control of the increased volume and peak rate of runoff during and after construction;
- Maintenance of stormwater controls during and after completion of construction.

A well-designed SWPPP requires proper selection, sizing and siting of stormwater management practices to protect water resources from stormwater impacts. Erosion & Sediment Control (ESC), Water Quantity Control, and Water Quality Controls are inter-related components of a SWPPP.

What is the Process for Submitting an NOI?

The process starts before the submittal of an NOI with the development of a SWPPP and identification of the required plan elements for the kind of project you are planning.

Step 1. Identify plan components:

Use the flow chart in Figure 1 and the accompanying instructions to identify the SWPPP components needed in your plan. All sites are required to prepare an Erosion and Sediment Control plan component to control the stormwater discharge during construction. The flow chart helps identify if Water Quantity Control or Water Quality Control plan components are required and if a plan may need to be reviewed. Figures 2 a, b, c, and d delineate the geographic areas subject to the conditions identified in GP-02-01.

Step 2. Prepare your SWPPP:

A SWPPP is developed for each individual site by collecting appropriate data and conducting a site visit and evaluation of the specific site. All components of a SWPPP should be prepared and incorporated in the site plan prior to submittal to the local planning board. If the development project is phased, the SWPPP should include the entire site incorporate long-term provisions for the larger plan. The details of each component of the SWPPP should be provided in narratives, tables, schedules, maps, and construction drawings, as appropriate. A SWPPP should be ready for implementation before an NOI is submitted. The SWPPP is valid only if development of the lot proceeds in accordance with state, county or local laws and the regulations governing sediment control, land use, flood control, and environmental impact.

Step 3. Fill out the NOI:

The form is available in the following formats:

- On-line in an electronic form. Electronic filing of the NOI minimizes errors in providing information, which reduces application processing time. E-NOI is temporarily unavailable due to NOI updates.

- On-line PDF file for download or print.

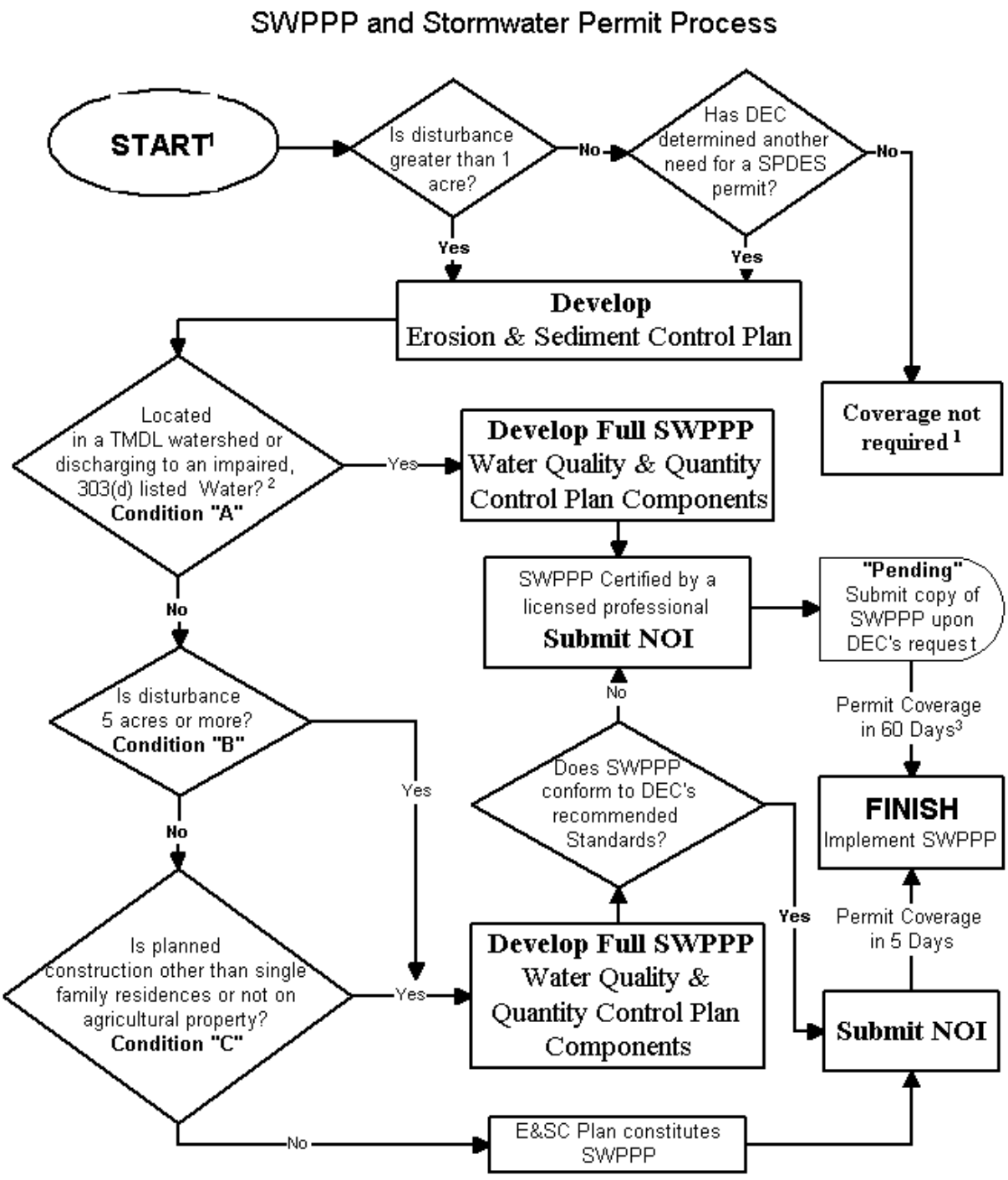
- On CD and paper copy. To order, contact DEC at 518-402-8109.

Step 4. Implement the plan:

The plan is only effective if implemented and updated as necessary. The site and this plan should be accessible at all times for inspection. Construction may begin upon receiving a letter of acknowledgment from DEC issuing a permit identification number.

Step 5. Terminate the coverage:

When the project is completed and the site is stabilized, the coverage must be terminated. To cancel your coverage under the SPDES General Permit, submit a Notice of Termination (NOT) form. Failure to submit an NOT will result in the billing of annual regulatory fees.



NOTES:

1. Under any of the above conditions other environmental permits may be required. DEC may require permit for construction disturbance < 1 acre on a case by case basis.
2. **and** the following exists: construction and/or stormwater discharges from the construction or post-construction site contain the pollutant of concern identified in the TMDL or 303(d) listing.
3. After receipt by DEC of completed application.

Figure 1- Stormwater Pollution Prevention Plan Component Flow Chart

Identifying required components of SWPPP and Stormwater Permit process

Start:

Is disturbance greater than one acre?

No➔ If the planned land disturbance is smaller than one acre and DEC has not determined another need for a SPDES permit, coverage will not be required. If another SPDES permit or other environmental permit are required for this site, DEC may require a construction permit as well. For more information on other permits visit the Uniform Procedure Act (UPA)'s web site or contact the appropriate DEC Regional Offices.

Yes➔ All sites with greater than a one acre disturbance are required to prepare and implement an Erosion and Sediment (E&SC) Control Plan.

Is the site located in a Total Maximum Daily Load (TMDL) watershed or discharging to an impaired, 303(d) listed segment?

No➔ Go to next question.

Yes➔Condition A: Water Quality and Quantity Control plan components must be prepared in addition to Erosion and Sediment Control plan.

- Provisions corresponding to TMDL program areas, are available at DEC's Total Maximum Daily Loads[12] homepage. Table 1 lists the 303(d) segments subject to Condition A. For complete information on 303(d) segments visit The New York State 2002 Section 303(d) List[13]. A list of 303(d) segments and a map of TMDL areas subject to the Stormwater Regulation appear in Table 1 and Figure 2. For more detailed information either contact DEC Regional Offices or visit the Stormwater Interactive Map.

- The SWPPP must be prepared and certified by a licensed/certified professional. A "licensed / certified professional" is a professional engineer or a landscape architect, licensed to practice in New York State, or is a Certified Professional in Erosion and Sediment Control (CPESC). This certification must verify that the SWPPP has been developed in a manner, which will assure compliance with water quality standards and with the substantive intent of the Construction Permit GP-02-01.

- If it is determined that a review of the plan is necessary, DEC will request a copy of the SWPPP. A 60-day review period will start when an NOI is received by DEC and application is deemed complete.

Does the site disturb more than five acres of land?

Yes➔ Condition B: Prepare a Water Quality and Quantity Control plan in addition to Erosion and Sediment Control plan.

No➔Go to next question

Is the site planned for construction other than single family residential or not on agricultural property?

Yes➔ Small construction activity that disturbs between 1 and 5 acres and is planned for land uses such as: town houses, apartment complexes, institutional (places of worship, schools, hospital, government offices, police and fire stations), industrial or commercial development, must prepare Water Quality and Quantity Control plan components in addition to E&SC plan.

No➔ Any construction activity that disturbs between 1 and 5 acres and is planned for single-family residential homes or construction on agricultural properties needs an Erosion and Sediment Control Plan only. The E&SC plan is considered a SWPPP for small sites.

Submit NOI: In general, if a SWPPP conforms to DEC's technical standards, construction may start 5 business days after DEC receives the NOI. Otherwise, allow 60 business days from the receipt of the NOI for review of the application by DEC.

Table 1- List of 303(d) segments subject to Condition A of the Construction Permit (GP -02-01)

COUNTY	WATERBODY	COUNTY	WATERBODY
Albany	Ann Lee (Shakers) Pond, Stump Pond	Nassau	Hempstead Lake (1701-0015)
Bronx	Van Cortlandt Lake (1702-0008)	Nassau	Grant Park Pond (1701-0054)
Broome	Whitney Point Lake/Reservoir (0602-0004)	Niagara	Bergholtz Creek and tribs (0101-0004)
Broome	Beaver Lake (0601-0066)	Oneida	Ballou, Nail Creeks (1201-0203)
Broome	White Birch Lake (0601-0068)	Oneida	Ninemile Creek, Lower, and tribs (1201-0014)
Cayuga	Cayuga Lake, Southern End (0705-0040)	Onondaga	Ninemile Creek (0702-0005)
Cayuga	Little Sodus Bay (0302-0017)	Ontario	Honeoye Lake (0402-0032)
Chautauqua	Chautauqua Lake (0202-0020)	Ontario	Hemlock Lake Outlet and minor tribs (0402-0013)
Chautauqua	Bear Lake (0201-0003)	Orange	Greenwood Lake (1501-0001)
Chautauqua	Lower Cassadaga L (0202-0003)	Oswego	Lake Neatahwanta (0701-0018)
Chautauqua	Mid. Cassadaga L. (0202-0002)	Oswego	Oneida Lake (0703-0001)
Chautauqua	Findley Lake (0202-0004)	Putnam	Oscawana Lake (1301-0035)
Clinton	Great Chazy River, Lower, Main Stem (1002-0001)	Putnam	Lake Carmel (1302-0006)
Columbia	Kinderhook Lake (1310-0002)	Queens	Jamaica Bay, Eastern, and tribs, Queens (1701-0005)
Columbia	Robinson Pond (1308-0003)	Queens	Shellbank Basin (1701-0001)
Dutchess	Hillside Lake (1304-0001)	Rensselaer	Snyders Lake (1301-0043)
Dutchess	Wappingers Lake (1305-0001)	Richmond	Bradys Pond/Grassmere Lake (1701-0357)
Dutchess	Fallkill Creek (1301-0087)	Saratoga	Lake Lonely (1101-0034)
Dutchess	Rudd Pond (1601-0001)	Schenectady	Collins Lake (1201-0077)
Erie	Rush Creek and tribs (0104-0018)	Schoharie	Engleville Pond (1202-0009)
Erie	Ellicott Creek, Lower, and tribs (0102-0018)	Schoharie	Summit Lake (1202-0014)
Erie	Beeman Creek and tribs (0102-0030)	St.Lawrence	Black Lake (0906-0001)
Erie	Murder Creek, Lower, and tribs (0102-0031)	Steuben	Lake Salubria (0502-0011)
Erie	South Branch, Lower, and tribs (0101-0036)	Suffolk	Millers Pond (1702-0013)
Erie	Little Sister Creek, Lower, and tribs (0104-0045)	Suffolk	Mattituck or Marratooka Pond (1701-0129)
Genesee	Black Creek, Upper, and minor tribs (0402-0048)	Suffolk	Canaan Lake (1701-0018)
Genesee	Tonawanda Creek, Middle, Main Stem (0102-0002)	Suffolk	Lake Ronkonkoma (1701-0020)
Genesee	Tonawanda Creek, Upp, and tribs (0102-0003)	Ulster	Ashokan Reservoir (1307-0004)
Genesee	Little Tonawanda, Lower, and tribs (0102-0001)	Ulster	Esopus Creek, Upp (1307-0007, formerly 1307-0002)
Genesee	Oak Orchard Creek (0301-0014)	Warren	Lake George (1006-0016) and tribs
Genesee	Bowen Brook and tribs (0102-0036)	Warren	Foster Brook (1006-0020)
Genesee	Bigelow Creek and tribs (0402-0016)	Warren	East Brook (1006-0008)
Greene	Schoharie Reservoir (1202-0012)	Warren	West Brook (1006-0008)
Greene	Sleepy Hollow Lake (1301-0059)	Warren	Prospect Mountain Brook (1006-0008)
Herkimer	Steele Creek tribs (1201-0197)	Warren	English Brook (1006-0008)
Jefferson	Moon Lake (0905-0093)	Warren	Finkle Brook (1006-0003)
Kings	Hendrix Creek (1701-0006)	Warren	Indian Brook (1006-0002)
Livingston	Jaycox Creek and tribs (0402-0064)	Warren	Hague Brook (1006-0006)
Livingston	Mill Creek and minor tribs (0404-0011)	Washington	Cossayuna Lake (1103-0002)
Madison	Deruyter Res. (0602-0086), formerly 0703-0004	Wayne	Blind Sodus Bay (0302-0021)
Madison	Chittenango Creek (0703-0005)	Wayne	Port Bay (0302-0012)
Monroe	Genesee River, Lower, Main Stem (0401-0001)	Westchester	Peach Lake (1302-0004)
Monroe	Genesee River, Middle, Main Stem (0401-0003)	Westchester	Mamaroneck River, Lower (1702-0071)
Monroe	Black Creek, Lower, and minor tribs (0402-0033)	Westchester	Mamaroneck River, Upp, & minor tribs (1702-0123)
Monroe	Buck Pond (0301-0017)	Westchester	Sheldrake River (1702-0069)
Monroe	Long Pond (0301-0015)	Westchester	Blind Brook, Lower (1702-0062)
Monroe	Cranberry Pond (0301-0016)	Westchester	Blind Brook, Upper, and tribs (1702-0130)
Nassau	Glen Cove Creek, Lower, and tribs (1702-0146)	Westchester	Lake Lincolndale (1302-0063)
Nassau	LI Tribs, fresh to East Bay (1701-0204)	Westchester	Lake Meahagh (1301-0053)
Nassau	East Meadow Brook, Upper, and tribs (1701-0211)	Wyoming	Java Lake (0104-0004)
Nassau	Hempstead Lake (1701-0015)	Wyoming	Silver Lake (0403-0002)

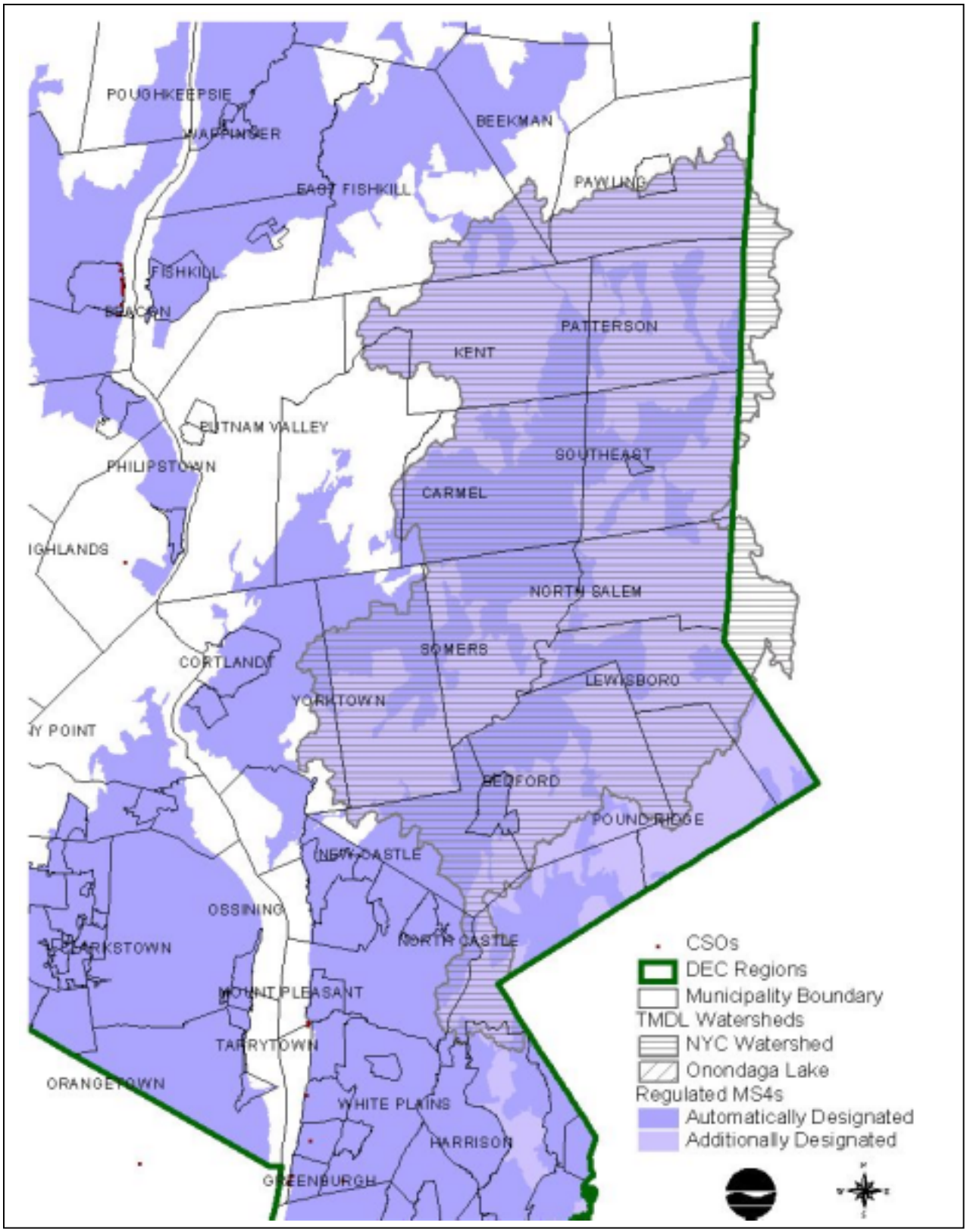


Figure 2a. Regulated MS4s and TMDL watersheds.

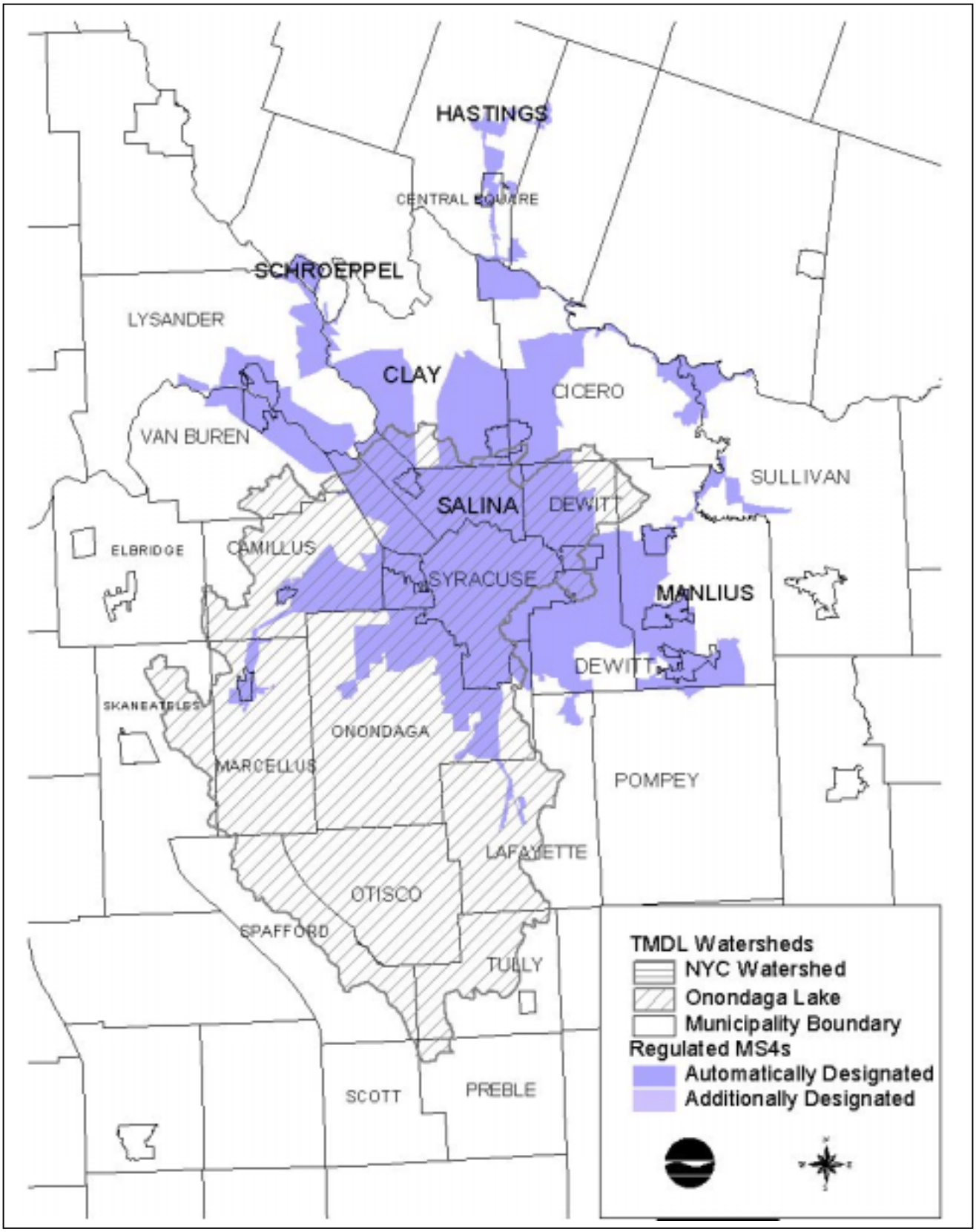


Figure 2b. Regulated MS4s and TMDL watersheds.

Basics of a Stormwater Pollution Prevention Plan

This section outlines basic planning principles that should be considered when developing a Stormwater Pollution Prevention Plan (SWPPP). All plan components should be identified and prepared prior to submittal of the NOI. At a minimum, the SWPPP must include the information required in the General Permit (GP-02-01). Applicants who decide to deviate from NYS technical standards need to prepare their plans according to the format, scale and calculation details identified in this chapter.

A SWPPP may be organized in the following format:

A. Narrative Report describes the general information about the site and the planned project.

B. Maps are used to illustrate the location of the features and technical details of the site.

C. Plan Components:

Erosion and Sediment Control

Water Quality Control

Water Quantity Control

D. Construction Sequence Schedule is a schedule of activities to be implemented during and after construction.

The outline and examples provided in this Instruction Manual may be used as a reference for developing a basic plan. However, all plans should be developed according to the characteristics of the specific site and reflect the features of that site.

More comprehensive guidance on sound planning is provided in DEC's Reducing the Impact of Stormwater Runoff from New Development[14]. This document provides valuable guidance and useful tools for planning a site in new development. However, to conform with DEC's technical standards, practices must be designed according to the specifications documented in the New York State Stormwater Management Design Manual for water quality and quantity sizing criteria and performance standards and the New York Standards for Erosion and Sediment Control for erosion and sediment control practices.

The first step in developing a SWPPP is to characterize and evaluate the site. A complete evaluation includes consideration of limitations and advantages of each individual site. This process will enable the selection, sizing and siting of practices that address the unique circumstances of a site. The following is a list of principles that an applicant should consider when developing their SWPPP. These principles are used in the plan review and evaluation of the SWPPP.

Sound Planning Principles

Planning:

• Plan the development to fit the site

• Identify limitations of site in planning process

• Minimize clearing and grading

• Blend perimeter grading with adjoining properties

• Keep soil disturbance to smallest area or a few acres at a time

• Follow the label instructions when using manufactured products

Natural Features:

• Maintain vegetative cover of designed practices

• Protect waterbodies, wetlands, wildlife & natural resources

• Protect existing natural features and cultural resources and structures

• Utilize the resources and physical features of the site in the design of stormwater controls.

• Avoid disturbance of sensitive areas and valuable resources (vegetative, water, wetlands)

Soil:

• Avoid disturbing steep slopes

• Take extra measures when disturbing highly erodible soil

• Minimize disturbing soils with low depth to bedrock

• Avoid unnecessary compaction

• Avoid infiltration practices on soils with low infiltration rates

Drainage:

• Consider drainage limitations in areas with seasonal high groundwater levels

• Try to maintain the natural drainage systems instead of constructing closed systems

• If construction of closed conveyance systems is necessary, design to convey 10-year storms

• Divide the site into natural drainage areas

• Divert the runoff from outside drainage

• Control the impact of the site to downstream areas

Post-Construction Control:

• Implement techniques to prevent point discharge, provide on-site runoff control and replicate pre-construction hydrology:

- Minimize runoff
- Minimize total impervious area
- Consider porous pavement if applicable
- Disconnect rooftops
- Disconnect impervious areas
- Flatten slope
- Increase flow path
- Increase sheet flow
- Increase roughness
- Infiltration swales
- Conserve natural areas
- Vegetative filter strips
- Vegetated open channels

A. The Narrative Report

Provide applicant information such as name, legal address and phone number on the cover sheet or attach a copy of the NOI after submission of the form.

1. Provide address and complete description of the site along with background information about the scope of the project.

2. Provide a statement of stormwater management objectives.

3. Provide a brief description of pre-development conditions:

   a. Identify the natural drainage areas and drainage points.

   b. Name the bodies of waters and wetlands and describe the drainage structures on the site or impacted by the site.

   c. Identify critical and environmentally sensitive areas such as highly erodible areas, steep slopes, natural resource conservation areas, and wildlife habitats.

   d. Identify utility lines, easements, water supply wells, and sewage treatment systems

   e. Identify soil type:

      - General description (texture, permeability, drainage capacity)

      - Hydrologic Soil Group (HSG) for hydrologic calculations

4. Describe the future site

Provide a brief description of planned post-development conditions, the stormwater runoff quality and quantity comparing to pre-development conditions, and the measures employed to maintain a safe stormwater discharge:

   a. The proposed development and the scope of the SWPPP.

   b. Disturbed area in acres

   c. Duration of activity, from__/__/__ to __/__/__(inclusive of planned winter shutdowns)

   d. Acreage, location and boundaries of proposed impervious area

   e. Future utility lines, easements, water supply wells, and sewage treatment system

   f. Define environmentally sensitive areas that will be protected from disturbance

   g. Define the divide lines of drainage areas in the future site according to proposed changes.

   h. The SWPPP should include the following pollution prevention measures:

- Identify the plan for preventing litter, construction chemicals, and construction debris exposed to stormwater from becoming a pollutant source in storm water discharges (e.g., screening outfalls, picked up daily); and
- Describe how construction and waste materials will be stored on-site and the controls planned to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response.

i. If the site discharges to a TMDL or 303d segment, it is the responsibility of the applicants to identify the requirements and accommodate them in the SWPPP.
j. The responsible person(s) for implementation of the SWPPP and inspection. The plan must identify the contractor(s) and subcontractor(s) responsible for each measure and include a signed contractor certification statement.
k. An updated plan must include copies of the written summaries of compliance status that are prepared quarterly. The updated plan and required reports must be signed / certified by the permittee.

B. Maps

Attach individual maps.

1. Provide, at minimum, a 1:24,000 scale map that identifies:
   - location of the site
   - topography
   - offsite drainage area
   - bodies of water in the vicinity of the site

2. Provide a 1"=50' to 1"=100' map that shows the **existing** condition of the site including:
   - contour lines
   - drainage area
   - structures
   - natural resources and vegetative cover
   - waterbodies, streams perennial and intermittent

3. Provide individual map(s) based on the requirement of each component of the SWPPP to show all the above features for the **future** condition of the site:
   - final grading, areas of cuts and fills and change of land cover
   - future utility lines, easements, water supply wells, and sewage treatment systems
   - locations of off-site material, waste, borrow or equipment storage areas
   - points of stormwater discharge, flow patterns and discharges to a surface water

- all proposed practices: E&SC, water quality controls and water quantity controls
- boundaries of existing predominant vegetation and proposed limits of clearing

C. Plan Components

The three components of a SWPPP are: Erosion and Sediment Control; Water Quality Control and Quantity Control. The flow chart in Figure 1 can be used to determine the required components.

EROSION AND SEDIMENT CONTROL

A generic E&SC plan may be utilized for minor grading activities associated with small construction activities. Any sites with an approved standard grading plan also require an E&SC plan designed for the site at the same time as the grading plan development. The following describes basic steps in preparing an E&SC plan. A complete set of design specifications and maintenance requirements of all the E&SC practices may be found in the Department's technical standards for erosion and sedimentation control NY Standards for Erosion and Sediment Control.

Follow construction sequence scheduling. The sequence of actions in an E&SC plan is runoff control, stabilization, and then sediment control. The management practices used in each phase of the plan must be identified on the Construction Sequence Schedule and appropriate maps.

Erosion and sediment control provisions should be included for all construction activities where any excavation, stripping, filling, grading or earth movement takes place. Provide dimensional details of proposed practices. The details must include plan and vertical view (cross sectional design) calculations used in the sizing and justification for the siting of selected practices.

Step 1: Pre-Construction Actions

Resource Protection

- Evaluate, mark and protect important trees and associated rooting zones, wetlands, on-site septic systems absorption fields, etc.
- Protect existing vegetated areas suitable for filter strips, especially in perimeter areas.

Surface Water Protection

- Identify the drainage area in the plan. Divide the site into natural drainage areas.
- Divert the off-site clean runoff from entering disturbed areas.
- Identify bodies of water located either on site or in the vicinity of the site.
- Plan appropriate practices to protect on-site or downstream surface water.

Stabilize Construction Entrance

- Establish a temporary construction entrance to capture mud and debris from construction vehicles before they enter the public highway.
- Stabilize bare areas (entrances, construction routes, equipment parking areas) immediately as work takes place. Top these areas with gravel or maintain vegetative cover.

- Sediment tracked onto public streets should be removed or cleaned on a daily basis.

Perimeter Sediment Controls

- Silt fence material and installation comply with the standard drawing and specifications.
- Install silt fences based on appropriate spacing intervals. Decrease this interval as the slope increases. Silt fence should be placed on or parallel to contours where there is no concentration of water flowing to the silt fence and where erosion occurs in the form of sheet erosion. The area below the silt fence should be undisturbed ground.
- Install principal basins after construction site is assessed.
- Install additional sediment traps and barriers as needed during grading.

Step 2: Runoff and Drainage Control

Runoff Control

- Install practices after sediment traps are installed and before land grading starts.
- Control the runoff in each small drainage area before flow reaches runoff from entire site.
- Divert offsite or clean runoff from disturbed areas.
- Convey surface flows from highly erodible soil and steep slopes to more suitable stable areas.
- Runoff from existing or proposed cut and fill slopes should be redirected to lower water velocity without causing erosion.
- Final site drainage should be designed to prevent erosion, concentrated flows to adjacent properties, uncontrolled overflow, and ponding.

Runoff Conveyance System

- Stabilize conveyance system.
- Channels and streambanks need to be seeded at the outlet points.
- Install check dams to slow down the velocity of concentrated flow.
- Protect existing natural drainage systems and streams by maintaining vegetative buffers and by implementing other appropriate practices.

Groundwater Recharge

- Install practices to infiltrate the runoff on the site as much as possible.
- Provide groundwater recharge to maintain the hydrologic regime of the downstream water bodies and simulate predevelopment hydrology.
- Use infiltration practices to prevent concentrated flows.

Outlet stabilization

- Install practices to prevent erosion at discharge points.

Step 3: Grading

- Limit the initial clearing and earth disturbance to that necessary to install sediment control measures. Excavation for footings, clearing, or other earth disturbance may only take place after the sediment and erosion controls are installed.
- Stockpile the topsoil removed from the site. The topsoil should be protected, stabilized and sited in a location away from the storm drains and waterbodies.
- Changes in grade or removal of vegetation should not disturb established buffers and should not be allowed within any regulated distance from wetlands, the high water line of a body of water affected by tidal action, or other such protected zones.

- Avoid disturbance of steep slopes.
- An undisturbed buffer should be maintained to control runoff from steep slopes within sensitive areas.
- Proposed grading should not impair existing surface drainage resulting in a potential erosion hazard impacting adjacent land or waterbodies.

Step 4: Erosion Control (Stabilization)

- Implement erosion control practices to keep the soil in place.
- Stabilization should be completed immediately for the surface of all perimeter controls and perimeter slopes.
- When activities temporarily cease during construction, soil stockpiles and exposed soil should be stabilized by seed, mulch or other appropriate measures as soon as possible, but in no case more than 14 days after construction activity has ceased.
- Following initial soil disturbance or re-disturbance, permanent or temporary, stabilization should be completed within 14 days or as soon as possible.
- Apply temporary or permanent stabilization measures immediately on all disturbed areas where work is delayed or completed.
- Consult the local Soil and Water Conservation District for proper timing and application rate of seed, fertilizer and mulch.

Step 5: Sediment Control

- At any location where surface runoff from disturbed or graded areas may flow off the construction area, sediment control measures must be installed to prevent sediment from being transported off site. No grading, filling or other disturbance is allowed within existing drainage swales.
- Swales or other areas that transport concentrated flow should be appropriately stabilized.
- Downspout or sump pump discharges must have acceptable outfalls that are protected by splash blocks, sod, or piping as required by site conditions (i.e., no concentrated flow directed over fill slopes).

Step 6: Maintenance and Inspection

- Identify the type, number and frequency of maintenance actions required for stormwater management and erosion control during construction and for permanent practices that remain on the site once construction is finalized.
- Inspection must be indicated on the Construction Sequence Schedule. Inspection must be performed every 7 calendar days and immediately after periods of rainfalls greater than 0.5 inch.
- Inspection, must verify that all practices are adequately operational, maintained properly and that sediment is removed from all control structures.
- Inspection, must look for evidence of the soil erosion on the site, potential of pollutants entering drainage systems, problems at discharge points (such as turbidity in receiving water), and signs of soil and mud transport from the site to the public road at the entrance.

- Routine maintenance must be identified on the schedule and performed on a regular basis and as soon as a problem is identified.
- Identify the person or entities responsible for conducting the maintenance actions during construction and post-construction.
- Retain a copy of the inspection and quarterly reports on-site with the SWPPP.

Step 7: Finalize Grading & Landscaping

- Identify the final grading and stabilization plan once the construction is completed.
- All open areas, including borrow and spoil areas must be stabilized.
- Plan a permanent top soil, seed, sod, mulch, riprap or other stabilization practices in the remaining disturbed areas as appropriate.
- Stabilization must be undertaken no later than 14 days after construction activity has ceased except as noted in the GP-02-01.
- Remove the temporary control measures.

Step 8: Post Construction Controls:

- Identify the permanent structural or non-structural practices that will remain on the site.
- Ensure that the permanent structural or non-structural practices utilized during construction are properly designed to suit the post-construction site conditions.
- In finalizing the plan, evaluate the post-construction runoff condition on the site.
- Minimize the risk of concentrated flow and erosion.
- On-site runoff controls help reduce the risk of increased runoff velocity, erosion and point source discharge. In addition to the standard runoff and erosion control practices identified in NY Standards for Erosion and Sediment Control, some of the techniques discussed under on-site runoff control discussion may be applied.

Note:

If you are required to prepare only an Erosion and Sediment Control plan component, fill out the Construction Sequence Schedule. This will finalize your SWPPP.

If you are required to prepare a Water Quality and Quantity Control plan component, proceed to **Water Quality and Water Quantity Control Plan** discussion.

On-site Runoff Control

To minimize concentrated flow from a small site a few runoff control techniques may be implemented. These provisions help prevent point discharge and provide on-site runoff control by infiltration. The goal is to minimize runoff and replicate pre-construction hydrology. The implemented techniques allow runoff from impervious areas to be infiltrated into the soil or filtered by overland flow or other mechanisms. A sensible site design is possible by taking advantage of infiltration capacity of the pervious area of the site. Depending on site-specific situations, on-site management of stormwater runoff can be accomplished by a combination of the following approaches. For guidance on specific designs of these practices, consult the following web site:

www.stormwatercenter.net[15]. Under "Manual Builder", guidance is provided under "stormwater credits"

Conserve Natural Areas:

- Minimize total impervious area
- Conserve forest retention areas, wetlands and buffers
- Conserve lands in/on flood plains, steep slopes and open space

Disconnect Impervious Areas

- Disconnect rooftops drainage
- Disconnect other impervious areas
- Install grid pavers

Sheet Flow to Buffers

- Increase roughness
- Vegetative filter strips
- Flatten slope
- Increase flow path
- Increase sheet flow with level spreader

Use Open Channels

- Vegetated open channels
- Infiltration swales
- Install check dams

Water Quantity and Water Quantity Control Plan

A Water Quality and Water Quantity Control Plan must be designed to meet DEC's required sizing criteria and pollutant removal goals. These criteria are fully presented in the Chapter 4 and Chapter 5 of NYS Stormwater Management Design Manual. The following provides a list of information and calculations required for completing the water quality and quantity components of the SWPPP. The outline of the following plan may also be used by those who choose to deviate from DEC's standards.

Water Quality and Quantity Plan Details

Select stormwater management practices from the list of approved practices in the Chapter 5 of the Design manual that suit the future condition of the site. Identify a list of selected practices along with a brief description and siting information. Location of these practices must also be identified on a map. The SWPPP must provide dimensional details of proposed practices and include summary tables of corresponding calculations for the design of the selected practices. Use Appendix H of the Design Manual for an example checklist for final stormwater management plan preparation.

Mapping requirements:

- Ensure that in addition to the general features identified previously, maps prepared for the site illustrate at a minimum:
    - Existing and proposed topography (minimum of 2-foot contours recommended)
    - Mapping of predominant soils from USDA soil surveys as well as location of any site-specific borehole investigations that may have been performed.
    - Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains and flow paths
    - Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages
    - Location and dimensions of proposed channel modifications, such as bridge or culvert crossings
    - Location, size, maintenance access, and limits of disturbance of proposed structural stormwater management practices
- Prepare representative cross-section and profile drawings and details of structural stormwater management practices and conveyances (i.e., storm drains, open channels, etc.). Drawings should include:
    - Existing and proposed structural elevations (e.g., invert of pipes, manholes, etc.)
    - Design water surface elevations
    - Structural details of outlet structures, embankments, spillways, stilling basins, grade control structures, conveyance channels, etc.
    - Logs of borehole investigations that may have been performed along with supporting geotechnical report.

Hydrologic and hydraulic analysis:
Conduct a hydrologic and hydraulic analysis for all structural components of the stormwater system (e.g., storm drains, open channels, swales, management practices, etc.) for applicable design storms. The analysis should include:

- Existing condition analysis for time of concentrations, runoff rates, volumes, velocities, and water surface elevations showing methodologies used and supporting calculations
- Proposed condition analysis for time of concentrations, runoff rates, volumes, velocities, water surface elevations, and routing showing the methodologies used and supporting calculations
- Final sizing calculations for structural stormwater management practices including contributing drainage area, storage, and outlet configuration:

    - Sizing for Water Quality (WQ_v) Control: Size the selected practices based on the 90% rule methodology defined in the Chapter 4 of the Design Manual. Identify the numeric values and provide calculations for:

      $WQ_v = [(P)(R_v)(A)] /12$
      Rv = 0.05+0.009(I)
      I = Impervious Cover (Percent)
      Minimum Rv = 0.2
      P = 90% Rainfall Event Number (See Figure 4.1)
      A = site area in acres

    - Sizing for Water Quantity Controls:
        - Channel Protection (Cp_v), Default Criterion: Cp_v = 24-hour extended detention of post-developed, 1-year, 24-hour storm event.
        - Channel Protection, Option for Sites Larger than 50 Acres: Distributed Runoff Control - geomorphic assessment to determine the bankfull channel characteristics and thresholds for channel stability and bedload movement.

    - Sizing for Overbank Flood (Q_p): Control the peak discharge from the 10-year storm to 10-year pre-development rates.
    - Sizing for Extreme Storm (Q_f): Control the peak discharge from the 100-year storm to 100-year pre-development rates. Safely pass the 100-year storm event.

Note: The requirements for channel protection, overbank flood, and extreme storm controls may not be necessary when stormwater discharges to large streams or lakes. Generally, stormwater discharges to stream of the fourth order or larger will not require the stormwater quantity controls on with direct discharge to streams of fourth order or larger. For guidance on identification of stream order refer to the Design Manual or visit Stormwater Construction Toolbox, More Tools for additional information.

- Stage-discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities (e.g., stormwater ponds and wetlands)
- Final analysis of potential downstream impact/effects of project, where necessary
- Dam breach analysis, where necessary

Finalize landscaping:

- Final landscaping plans for structural stormwater management practices and any site reforestation or revegetation
- Provide structural calculations and construction specification, where necessary

Maintenance plan:

Maintenance plan must include:

- Name, address, and phone number of responsible parties for maintenance.
- Description of annual maintenance tasks
- Description of applicable easements
- Description of funding source
- Minimum vegetative cover requirements
- Access and safety issues
- Testing and disposal of sediments that will likely be necessary
- Evidence of acquisition of all applicable local and non-local permits
- Evidence of acquisition of all necessary legal agreements (e.g., easements, covenants, land trusts)

D. Schedule 1- Construction Sequence Scheduling

Prepare a schedule for activities during and after construction. Define the sequence of implementing the E&SC and water quality / quantity control practices identified in your SWPPP. This schedule must identify activities during the period prior to soil disturbance through site stabilization. Also identify the inspection and maintenance measures during and after construction. Quantity of practices may be identified by the number of units or any other type of measures identified in the SWPPP. All the planned activities should be marked on corresponding maps. A copy of the schedule along with the maps should be available at the construction site.

Type	Activities *(Identify name of planned practices)*	Number *(Quantity)*	Map Symbols	Start(Date)----End(Date) Pre During Post	Maintenance Actions
1- Pre - Construction Actions					
2- Runoff & Drainage Control					
3-Grading					
3-Erosion Control					
5-Sediment Control					
M6-Maintenance, Inspection & Plan Update					
7-Finalize Grading & Landscaping					
8- Post construction SW Mgmt.					

Table of Reference Information

This table is intended to provide general guidance. All the selected practices must be designed based on the specifications defined in the NY Standards and Specifications for Erosion and Sediment Control and NYS Stormwater Management Design Manual.

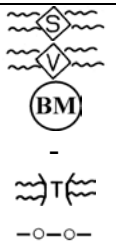
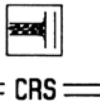
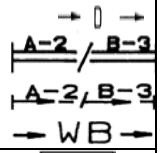
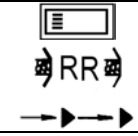
Phase	Type	Definition	Life Span (year)	References	Map Symbol
1- Pre-construction Actions	**Resource Protection:**	Mark and protect important natural resources	1-10+	Preserving Natural Resources[16] Protecting Vegetation	
	Surface Water Protection:	Identify and protect bodies of water	10+ 5-10 2 1	Structural or Vegetative Streambank Protection Brush Matting Vegetated Buffer Temporary Access Waterway Storm Drain Diversion	
	Stabilized Construction Roads:	Minimize the sediment attached to motorized vehicles leave the site. Stockpile and stabilize topsoil.	1-2	Construction Entrance Construction Road Stabilization	
	Perimeter Sediment Control:	Measures to reduce runoff velocity and effect deposition of transported sediment load.	½- 1	Silt Fence Brush Barrier	
			1-2 1	Sediment Traps Perimeter Dike or Swale	
2. Runoff & Drainage Control	**Runoff Control:**	Control runoff by diverting the flow and reducing the volume, velocity and rate of discharge.	10+ 1 1 2	Diversion Temporary Swale Earth Dike Water Bar	
	Runoff Conveyance System:	Install practices to stabilize conveyance system.	½-1 10+ 1	Storm Drain Inlet Protection Lined Waterway Check Dam	

Table of Reference Information

This table is intended to provide general guidance. All the selected practices must be designed based on the specifications defined in the NY Standards and Specifications for Erosion and Sediment Control and NYS Stormwater Management Design Manual.

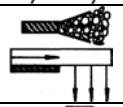
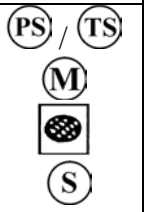
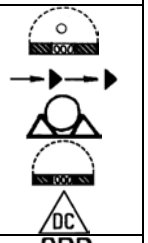
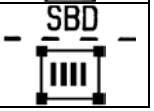
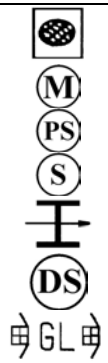
Phase	Type	Definition	Life Span (year)	References	Map Symbol
	Groundwater Recharge	Install infiltration practices.	½ 10+ 1	Sump Pit Subsurface Drain Pipe Slope Drain	
	Outlet stabilization	Install practices to prevent erosion at discharge point	10+	Rock Outlet Protection Level Spreader	
3. Grading	**Grading**	Minimize grading, pile topsoil; additional E&S control/clear disposal areas simultaneously.	10+	Land Grading Surface Roughening	
4- Erosion Control	**Stabilize Cleared Areas / Stockpiles** **Protect Steep Slopes**	Keep the soil in place. Stabilize disturbed areas by temporary/permanent seeding, mulching, sodding, riprap, or chemical stabilization.	1-10+ variable	Permanent / Temporary Seeding Mulching Top Soiling Sodding Recreational Area Improvement	
5- Sediment Control	**Perimeter Controls/ Sediment Trapping**	Install additional sediment trapping devices after grading & during construction to control sediment before runoff leaves the site.	10+ 1 2 1-2 < month variable	Sediment Basins Check Dam Portable Sediment Tank Sediment Traps Turbidity Curtain Dust Control	
	Sediment Filters	Install sediment-filtering devices.	Temp.	Straw Bale Dike Storm Drain Inlet Filter	

Table of Reference Information

This table is intended to provide general guidance. All the selected practices must be designed based on the specifications defined in the NY Standards and Specifications for Erosion and Sediment Control and NYS Stormwater Management Design Manual.

Phase	Type	Definition	Life Span (year)	References	Map Symbol
6-Maintenance	**Inspection, Maintenance, Waste Management, Plan up-date.**	Define inspection schedule, construction waste / hazardous waste control and disposal, vehicle and equipment maintenance, maintain practices and update plans as appropriate.	Temp.	Maintain E&SC Measures Construction Site Waste Mgmt. Vehicle Maintenance Inspection and Maintenance Spill Prevention and Control	
7- Finalize Grading & Landscaping	**Stabilize disturbed Areas** **Protect Steep Slopes**	Stabilize soil by permanent seeding, mulching, sodding, riprap, bio-engineering practices, retention walls, geotextile	10+	Top Soiling Mulching Permanent Seeding Sodding Recreational Area Improvement Grade Stabilization Structure Bio-Technical Controls Dune Stabilization Vegetative / Grassed Waterway	
8- Post Construction SW Management	**Installation and Maintenance of Post-Construction SMPs.**	Prevent point discharge, mimic pre-construction hydrology, and provide on-site infiltration.		Any permanent management or structural erosion, sediment and runoff control practices. On-site runoff control	
		Develop a Water Quality and Water Quantity Control Plan Components		Conformance with the recommended technical standards defined in: NYS Stormwater Management Design Manual	

Notice of Intent Instructions for SPDES General Permit GP-02-01

Who Must File A Notice of Intent(NOI) Form?

The operator of a stormwater discharge which qualifies for coverage under the SPDES General Permit for construction(GP-02-01) must submit a NOI form in order to obtain permit coverage. Consult the general permit for any possible restrictions on eligibility of coverage. In order to cancel your coverage under the SPDES General Permit, you must submit a Notice of Termination (NOT) form.

How do you Complete the NOI?

There are several options for completing the NOI:

- Fill out the PDF file by typing on your computer and print it out.
- Download and print out the form and fill it out by hand.
- Obtain a CD or a paper copy to be filled out by hand. To order call DEC at 518-402-8109.

Where do you File the NOI?

Once completed, the NOI should be

Mailed to:

NYS DEC "Notice of Intent"
Bureau of Water Permits
625 Broadway, Albany, NY 12233-3505

-IMPORTANT-

Type all information or print legibly. Print capital letters in black ink and avoid contact with the edge of the boxes. Fill in choice circles completely and do not use checkmarks. After completing the NOI, only the owner/operator should sign the certification. Once submitted and processed, an acknowledgment letter will be returned to the applicant**.**

Please note: **The NOI form may not be submitted before a Stormwater Pollution Prevention Plan (SWPPP) is prepared.**

OWNER/OPERATOR INFORMATION

Enter the **LEGAL NAME** of the owner/operator (company, person, firm, public organization, or any other entity) that is responsible for the operation of the site or facility. The name of the operator may or may not be the same as the name of the site/facility. The owner/operator is the legal entity that controls the site/facility's operation rather than the plant or site manager. Do not use a colloquial name.

Enter the **LAST NAME** of the contact person for the owner/operator. Do not name consultant
Enter the **FIRST NAME** of the contact person for the owner/operator. Do not name consultant.
Enter the **MAILING ADDRESS** of the owner or operator.
Enter the **CITY** of the owner or operator.
Enter the **STATE** of the owner or operator.
Enter the **ZIP CODE** of the owner or operator.
Enter the **PHONE** number for the owner or operator.
Enter the **FAX** number for the owner or operator.
Enter the **EMAIL ADDRESS** of the owner or operator. Continue on the second line if necessary.

LOCATION INFORMATION

Enter the official or legal name of the **PROJECT/SITE**. If there is not a specific name for the project/ site (e.g. a single family home), enter the owner's last name followed by "Property".

Enter the **STREET ADDRESS** of the project/site. This is where the project/site is physically located. Do not use a P.O. Box

Enter the **CITY/TOWN/VILLAGE** (that issues the building permit) of the project/site.
Enter the **ZIP CODE** of the project/site.
Enter the **COUNTY** of the project/site.
Enter the **NYSDEC REGION** of the project/site. If known
Enter the **NAME OF THE NEAREST CROSS STREET**.
Enter the **DISTANCE IN FEET** to the nearest cross street.
Enter the **DIRECTION** to the nearest cross street.

1. Enter the **GEOGRAPHIC COORDINATES** of the project/site in NYTM units only. Data must be entered on the form in New York Transverse Mercator (NYTM as easting/northing in NAD 83). Please note NYTM is defined as UTM, Zone 18, meters, extended east & west to cover all of NYS. It is required that applicants look up this information from: The Stormwater Interactive Map on DEC's web site. This map provides a tool for locating the coordinates of the site, which automatically returns the data in NYTM format. The data provided in NYTM format must be entered in 6 digits for X (easting) and 7 digits for Y (northing) (example 586130, 4884956). No decimal digits are needed.

The Stormwater Interactive map can be accessed at **www.dec.state.ny.us/website/imsmaps/stormwater/viewer.htm**

2. Choose the **nature of the construction project**. New Construction is disturbance of a virgin site.
   The term 'redevelopment' refers to reconstruction or modification to any existing, previously developed land such as residential, commercial, industrial, institutional or road / highway which involves soil disturbance. Redevelopment is distinguished from new development in that new development refers to construction on land where there had not been previous construction.

PROJECT SITE INFORMATION

3. Select an **EXISTING LAND USE** for the project/site that represents the predominant pre-development conditions before construction begins. Select only one. The selected land use should represent the land use in the prior 5 years to construction.
   Select a **FUTURE LAND USE** for the project/site that represents the predominant post-development conditions that will be created/remain after construction ends. Select only one.

4. Select **YES OR NO.** Will the future use of this site be an agricultural property as defined by the New York State Agriculture and Markets law? While the Ag and Market's law definition has additional provisions the major provision is as follows: "Land used in agricultural production" means not less than seven acres of land used as a single operation in the preceding two years for the production for sale of crops, livestock or livestock products of an average gross sales value of ten thousand dollars or more; or, not less than seven acres of land used in the preceding two years to support a commercial horse boarding operation with annual gross receipts of ten thousand dollars or more.

5. Select **YES OR NO.** Is this a remediation project that is being conducted in accordance with a NYSDEC approved work plan?

6. Select **YES OR NO**. Is this property owned by a state authority, state agency or local government?

7. In accordance with the larger common plan of development or sale; enter the **TOTAL PROJECT SITE ACREAGE,** the **ACREAGE TO BE DISTURBED** and the future **IMPERVIOUS AREA** (acreage) **within the disturbed** area. Round to the nearest tenth of an acre.

   "Larger common plan of development or sale" describes a situation in which multiple construction activities are occurring, or will occur, on a contiguous area. In other words, permit coverage is needed if disturbance of one or more acres is occurring or is anticipated to occur in conjunction with the initial disturbance. For discrete construction projects that are located within a larger common plan of development or sale that are at least 1/4 mile part, each project

can be treated as a separate plan of development or sale provided any interconnecting road, pipeline or utility project that is part of the same "common plan" is not concurrently being disturbed.

Total project site acreage is the area of the entire site. The Acreage to be disturbed is the area where vegetation is removed or where soil is exposed due to clearing, grading, or excavation.

"Disturbed Area" means all areas where vegetation is removed and soil is exposed due to clearing, grading or excavation during the construction activities. When calculating The Acreage to be disturbed on a contiguous site where multiple, separate and distinct construction activities are occurring, the applicant must take a total of the disturbed area from each of the distinct activities. For projects where the construction activity will be phased, the applicant must consider the land area that will ultimately be disturbed when calculating the "acreage to be disturbed."

8. Select **YES OR NO.** Will there be more than 5 acres of exposed/disturbed land at any given time throughout the duration of the project?

9. Indicate the percentage of each **HYDROLOGIC SOIL GROUP** at the site. This information can be obtained from the County soil survey (contact your local Soil and Water Conservation District). This information should appear in your completed SWPPP.

10. Select **YES OR NO.** Is this a phased project? A phased project is a project that is to be conducted over a long period of time where multiple construction activities may occur on a contiguous area, or where multiple coverage may be sought for the same site. The disturbance threshold does not apply only to a "snapshot" of disturbance at a given time but to the long term plan of development where construction may stop and restart under a new permit coverage.

11. Enter the **START AND END DATES** which is the duration of construction activity (inclusive of planned winter shutdowns). This information must be entered in a 6- digit format (MM/DD/YY).

RECEIVING SYSTEM

12 Enter the name of the **SURFACE WATERBODY(ies)** into which construction site runoff will discharge. The applicant is required, as a part of the SWPPP, to identify if there are any surface waters into which construction site may drain. If the runoff from the site, totally or in part, does not drain to a municipally operated ditch or storm sewer system, which may eventually drain to a waterbody, it may drain directly or indirectly by overland flow, to a surface waterbody. Provide the name of the permanent or intermittent waterbody (according to the definition of the Waters of the State or Waters of the United States in the SPDES General Permit for Stormwater, GP-02-01) into which the stormwater will be discharged. Any stream crossing or the alteration of a protected stream, including installation of stormwater conveyance systems, will require an Article 15, Protection of Water Permit, and may require an Article 24, Freshwater Wetlands Permit. If this body of water does not have a name, the applicant may enter "unidentified."

13. Select **YES OR NO.** If the surface waterbody in question 12 is a 303(d) segment, * see note below

14. Select **YES OR NO.** If this project /site is located within a TMDL watershed,* see note below

    * The 303(d) list and reports on the Total Maximum Daily Load (TMDL) program areas are published by DEC. A subset of certain 303(d) segments and TMDL watersheds have been selected as waterbodies/watersheds of concern within the stormwater program. These waterbodies/watersheds have been identified for regulation within the stormwater program due to some level of impairment by a pollutant(s) that may be found in stormwater. To identify waterbodies/watersheds that meet these conditions, see the subset of 303(d) segments and TMDL watersheds listed in this Instruction Manual. The TMDL program areas can also be viewed on the Stormwater Interactive Map on the DEC website. Datasets can also be downloaded at http://www.dec.state.ny.us/website/dow/toolbox/swdata.html

15. Select **YES, NO OR UNKNOWN.** A Separate Stormwater Sewer System includes roadside drains, swales, ditches, culverts, ect.

16. Enter the **NAME OF THE MUNICIPALITY OR ENTITY** that owns this MS4.

17. Select **YES, NO OR UNKNOWN.** A combined sewer is a sewer system where sewage and stormwater are transported in a single system of pipes. To identify the type of collection system, applicants should contact their municipalities.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

18. Select **YES OR NO.** Has the required Erosion and Sediment Control component of the SWPPP been developed in conformance with the NYS Standards and Specifications for Erosion and Sediment Control (aka Blue Book)? An electronic copy of this document is available on the DEC website at http://www.dec.state.ny.us/website/dow/toolbox/bluebook/bluebook.html

19. Select **YES OR NO.** Does this construction activity require the development of a SWPPP that includes Water Quality and Quantity Control components (Post-Construction Stormwater Management Practices)? All sites meeting the conditions listed below and as defined in the GP-02-01 must have Water Quality and Quantity Control Plan components in addition to a Erosion and Sediment Control Plan:

    All sites located in the land areas tributary to Total Maximum Daily Load (TMDL) areas.
    All sites discharging to any waterbody segment listed on the 303(d) list.
    All sites that disturb more than five acres.
    Small construction activity, disturbing between one and five acres of land, exclusive of the construction of single-family residences and construction activities at agricultural properties

20. Select **YES OR NO.** Have the Water Quality and Quantity Control components of the SWPPP been developed in conformance with the NYS Stormwater Management Design Manual? An electronic copy of this document is available on the DEC website at http://www.dec.state.ny.us/website/dow/swmanual/swmanual.html

21. Select the **TITLE** of the individual that prepared the Stormwater Pollution Prevention Plan (SWPPP). If other, identify the individual in the space provided.

IF DIFFERENT FROM OWNER/OPERATOR INFORMATION

Enter the **COMPANY NAME OR INDIVIDUAL** who prepared the SWPPP.
Enter the **CONTACT NAME** at the company who prepared the SWPPP. Use format (Last, space, First)
Enter the **MAILING ADDRESS** of the company or individual who prepared the SWPPP.
Enter the **CITY** of the company or individual who prepared the SWPPP.
Enter the **STATE** of the company or individual who prepared the SWPPP.
Enter the **ZIP CODE** of the company or individual who prepared the SWPPP.
Enter the **PHONE** number for the company or individual who prepared the SWPPP.
Enter the **FAX** number for the company or individual who prepared the SWPPP.
Enter the **EMAIL ADDRESS** of the company or individual who prepared the SWPPP.

22. Select **YES OR NO.** Has a construction sequence schedule for the planned management practices been prepared? The Construction Sequence Schedule lists all the management,

structural or non-structural and temporary or permanent practices planned for construction and post construction. This schedule shows the timing of installation of all the management practices identified in each component of the SWPPP.

23. Select all of **THE EROSION AND SEDIMENT CONTROL** practices that will be used on the site. For additional information and description of these practices refer to the NYS Standards and Specifications for Erosion and Sediment Control (aka Blue Book) available on the DEC website at http://www.dec.state.ny.us/website/dow/toolbox/bluebook/bluebook.html

IMPORTANT - Completion of questions 24-30 is necessary where post-construction water quality and quantity controls are required by the permit. Typically this includes all sites that disturb more than five acres and small construction activity, disturbing between one and five acres of land, **exclusive** of the construction of single-family residences and construction activities at agricultural properties., all sites located in the land areas tributary to *Total Maximum Daily Load (TMDL) areas, all sites discharging to any waterbody segment listed on

24. Indicate all of **THE POST-CONSTRUCTION STORMWATER MANAGEMENT PRACTICES** that will ultimately be installed on the site. For additional information on these practices refer to the NYS Stormwater Management Design Manual which is available on the DEC website at http://www.dec.state.ny.us/website/dow/swmanual/swmanual.html. If a practice other than those listed in the NOI is planned, Select **OTHER** and describe the practice. Use this space also, to describe any deviations from the technical standards.

    Select **YES OR NO.** Has a long-term maintenance plan for the post-construction management practices been developed? **If YES,** identify the entity in the space provided.

25. Provide the **total water quality volume required** and the **total water quality volume that will be provided** for the site. The entry boxes can accommodate volumes down to one/one thousandth of an acre foot.

26. Provide the following **Unified Stormwater Sizing Criteria ;** Total Channel Protection Storage Volume required and provided, Total Overbank Flood Control Criteria and Total Extreme Flood Control Criteria for both Pre-Development and Post-Development Conditions.

    Indicate if Channel Protection or Flood Control has been **waived** where appropriate.

27. As a percent of the Total Drainage Area... **Enter the percentage of the existing impervious area** before construction begins.

28. As a percent of the Total Drainage Area... **Enter the percentage of the future impervious area** that will be created or remain after construction ends.

29. Provide the **total number of permanent (post-construction) stormwater management**

practices that will be installed.

30. Provide the **total number of stormwater discharge points** from the site including discharges to surface waters or to separate storm sewer systems.

31. Select any **other DEC permits** that are required for this site or select none.

Indicate if this NOI is being submitted for the purpose of continuing coverage by providing the former SPDES number that was assigned. If not, leave this blank

Details/Comments Section
Use this area to supply any explanations or additional information you feel is necessary concerning this NOI. Those who answered "no" to question 18 or 20 should use this space to provide a summary of their deviation justification. State each deviation from the State's recommended Technical Standards, the reasons supporting the deviations and alternative practices, and an analysis of the water quality impacts.

Read the certification statement carefully. There are severe penalties for submitting false information on this application form.

I have read or been advised of the permit conditions and believe that I understand them. I also understand that, under the terms of the permit, there may be reporting requirements. I also certify under penalty of law that this document and the corresponding documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person(s) who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further understand that coverage under the general permit will be identified in the acknowledgment that I will receive as a result of submitting this NOI and can be as long as sixty (60) days as provided for in the general permit. I also understand that, by submitting this NOI, I am acknowledging that the SWPPP has been developed and will be implemented as the first element of construction and agree to comply with all the terms and conditions of the general permit for which this NOI is being submitted.

This form must be signed by the following person:

For a Corporation: By a responsible corporate officer, which means: (I) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions, or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second quarter

1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: By a general partner or the proprietor; or
For a municipality, state, federal, or other public facility: By either a principal executive officer or ranking elected official.

Submit the **signed and dated** form to DEC. By this signature, applicant is obligated to implement the SWPPP and update this plan as needed.

Notice of Termination Instructions

Who Must File A Notice of Termination (NOT) Form?

The operator of a stormwater discharge who obtained coverage under the SPDES General Permit for construction (GP-93-06 or GP-02-01) must submit an NOT form in order to cancel the permit coverage. To obtain a form visit DEC's Stormwater Construction Toolbox or contact DEC at 518-402-8109.

Where to File the NOT

Once the form is completed, it should be sent to:

NYS DEC "Notice of Termination" Bureau of Water Permits 625 Broadway, Albany, NY 12233-3505

First Identify your Permit Identification Number.

Section I - Applicant/Activity Info (Items 1-3)

The same information as you provided in your NOI form.

Section II – Site / Activity Information (Item 4-6)

The same information as you provided in your NOI form.

Section III – Reason for Termination (Item 7)

Verify whether the project is finalized. If the permit coverage is terminated for other reasons, briefly explain in the space provided on the form.

Section IV – Final Site Information (Items 8a-8e)

8a.Verify whether any permanent stormwater structures will remain on the site after permit coverage is terminated. If the answer to this question is no, go to question 8e. If the answer is yes, go to question 8b.
8b.Verify whether the permanent practices are explained in technical details in your SWPPP.
8c. Verify whether the new owner is notified of all the long-term operation and maintenance responsibilities related to the stormwater control practices.
8d. Identify the responsible party for performing the long-term maintenance.
8c. Provide the final percentage of impervious areas on the site.

Section V – Certification

Certify your agreement with the statement that appear on the form by signing the NOT form. The person who signs the form must provide name, title / position, mailing address, telephone number and email address.

Reference:

[1]- New York State Stormwater Management Design Manual. NYS Department of Environmental Conservation (DEC). October 2001. Albany, NY.

<http://www.dec.state.ny.us/website/dow/swmanual/swmanual.html >

[2] New York Guidelines for Urban Erosion and Sediment Control, Fourth printing. NYS Environmental Conservation Department , USDA- Natural Resources Conservation Service. April 1997. Syracuse, NY.

3- Publication Order Form. Empire State Chapter of Soil and Water Conservation Society, Cayuga County Soil and Water. 7413 County House Road. Auburn, NY 13021. Feb. 2003

<http://www.dec.state.ny.us/website/dow/swmanual/swcsorderform_v1.pdf>

[4] - New York State Soil & Water Conservation Committee Home Page. New York State Soil and Water Conservation Committee. 20 Feb. 2003

< http://www.nys-soilandwater.org/> and <http://www.agmkt.state.ny.us/SoilWater/contacts.html>

[5] - Calendar of Stormwater Events. NYS Department of Environmental Conservation. Feb. 2003.

<http://www.dec.state.ny.us/website/dow/calendar.html>

[6] Certified Professional in Erosion and Sediment Control. Soil and Water Conservation Society, Feb. 2003 <http://www.swcs.org/t_orglinks_cpesc.htm>

[7] Soil and Water Conservation Society home page, Soil and Water Conservation Society. Feb. 2003

< http://www.swcs.org/>

[8] DEC Regional Offices. NYS Department of Environmental Conservation, 20 Feb. 2003.

<http://www.dec.state.ny.us/website/about/abtrull3.html>

[9] Stormwater Interactive Map. NYS Department of Environmental Conservation. Feb. 2003.

<http://www.dec.state.ny.us/website/imsmaps/stormwater>

[10] Stormwater Construction Toolbox, New York State Department of Environmental Conservation. Feb. 2003. <http://www.dec.state.ny.us/website/dow/toolbox/toolbox.htm>

[11] Electronic NOI (E-NOI). NYS Department of Environmental Conservation, August 2003 <http://www.dec.state.ny.us/apps/noi>

[12] The Total Maximum Daily Load. NYS Department of Environmental Conservation. Feb. 2003.

<http://www.dec.state.ny.us/website/dow/tmdl.html>

[13]The New York State 2002 Section 303(d) List of Impaired Waters Requiring a TMDL and Consolidated Assessment and Listing Methodology. NYS Department of Environmental Conservation. Feb. 2003.

< http://www.dec.state.ny.us/website/dow/303dcalm.html>

[14] Reducing the Impacts of Stormwater Runoff from New Development. NYS Environmental Conservation Department, Albany, NY 1992.< http://www.dec.state.ny.us/website/dow/toolbox/index.html >

[15] Manual Builder. Stormwater Manager's Resource Center, The Center for Watershed Protection. Feb. 2003

<www.stormwatercenter.net>

[16] National Menu of Best Management Practices for Storm Water Phase II, United States Environmental Protection Agency (EPA), 20 Feb. 2003

<http://cfpub.epa.gov/npdes/stormwater/menuofbmps/con_site.cfm>

Companion Documents:

- New York State Stormwater Management Design Manual
- New York Standards and Specifications for Erosion and Sediment Control
- Reducing the Impacts of Stormwater Runoff from New Development