

NYS DEC's New Electronic Notice of Intent (eNOI) for Stormwater Discharges from Construction Activity

The New York State Department of Environmental Conservation (NYSDEC) is now allowing owners/operators of construction activities to electronically complete and file their Notice of Intent (eNOI) for coverage under the SPDES General Permit for Stormwater Associated with Construction Activity (CGP). NYSDEC will be accepting both paper and electronic submissions.

This system has been developed in advance of EPA rule making that proposes NPDES regulated entities electronically submit permit and compliance monitoring instead of paper reports. Once finalized, the EPA reporting rule will require Notices of Intent to discharge in compliance with a general permit to be filed electronically.

Owners/Operators are encouraged to begin using the eNOI to allow NYSDEC to optimize the program before it becomes mandatory.

eNOI Reference Guide	
eNOI Section	Paper NOI questions
OWNER/OPERATOR	Page 1
PROJECT DETAILS	2 THRU 20
REQUIRED SWPPP COMPONENTS	21 thru 24 SWPPP Preparer Certification
EROSION & SEDIMENT CONTROL CRITERIA	25 & 26
POST CONSTRUCTION CRITERIA	27 THRU 39
POST CONSTRUCTION SMP IDENTIFICATION	TABLES 1 & 2
OTHER PERMITS	40, 41 & 44
MS4 SWPPP ACCEPTANCE	42 THRU 43 MS4 SWPPP ACCEPTANCE FORM

The eNOI contains the same questions as the paper version in a slightly different format. The eNOI breaks up the questions into smaller, manageable sections so that the form is easier to navigate. The eNOI Reference Guide provides a cross reference of the eNOI with the Paper NOI questions.

eNOI Process

- Create an account on the NY.gov website (<https://my.ny.gov/>)
 - The “eNOI preparer” must first create an account.
 - “How to Set up an NY.gov account” instructions available on NYSDEC stormwater page [<http://www.dec.ny.gov/pubs/95925.html>]
- Log onto NYSDEC eBusiness Forms Portal using NY.gov account
 - Complete all applicable sections of eNOI.
 - Have the “Owner or Operator” sign “Owner/Operator Certification Form” so eNOI preparer can upload.
- DEC will review for completeness and either request additional information or deem complete and mail NOI Acknowledgement Letter.
- As always, coverage does not begin until you receive the acknowledgement letter.

These instructions will assist with navigation through the eNOI process. Information is provided on each of the steps to allow successful submission of the eNOI as well as what to expect in responses from NYSDEC.

Creating An NY.gov Account

Go to <https://my.ny.gov/>



The eNOI preparer must have an NY.gov account. The NY.gov account represents the preparer's electronic signature. If you already have an NY.gov account, you do not need to create a new account. However, if you forget your user name or password this is where you would go to find your username or reset your password.

Separate instructions for registering and activating an NY.gov account are available on the stormwater webpage:

<http://www.dec.ny.gov/chemical/43133.html>.

Accessing NYSDEC eBusiness Forms Portal

<http://www.dec.ny.gov/chemical/43133.html>

The screenshot shows the NYSDEC eBusiness Forms Portal for Stormwater Permit for Construction Activity. The page features a navigation menu on the left with categories like Chemical and Pollution Control, Water, and Stormwater. The main content area is titled "Stormwater Permit for Construction Activity" and includes a description of the permit, a list of links (Permit, Oil and Gas Well Drilling Activities, Forms, Supplemental Documents), and a section for the "e NOI" (Notice of Intent) form. A red arrow points to the "e NOI" button, and a blue button labeled "Online Forms Login" is visible. The page also includes a search bar, a printer-friendly link, and a list of recent documents.

To access the eNOI, go to the NYSDEC eBusiness Forms Portal. A link to this portal can be found on the NYSDEC stormwater webpage (<http://www.dec.ny.gov/chemical/43133.html>). When you click on the "On-Line Forms Login" button, you will be directed to the NY.gov log in.

My NY.gov Online Services

Please login after reading the Acceptable Use Policy below
 Username: Password:

Sign In

[Forgot Your Username or Password?](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the Uniform for authentication and authorization. In addition to any obligations arising under applicable law and/or in terms of service implemented by Uniform Participating Organizations, logging into this application constitutes your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for non-public activities including, but not limited to, the pursuit of personal activities, the mass distribution of prohibited messages ("spamming"), and the distribution of administrative notices or documents of official duties.
2. You are responsible for ensuring and safeguarding your user name and password used to access this application.
3. You shall be responsible for any activity attributable to the use of your account whether to you or any other person.
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof.
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by Uniform Participating Organizations, and shall not use information of other users or attempt to obtain access to, copy, or modify other user's data without express permission.
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other intellectual property regulations.
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials.
8. You shall report any abuse or misuse of this application to IT2 and you shall cooperate fully in any investigation into any such abuse or misuse, and
9. You understand and agree that the State reserves the right to review, amend, or modify this Acceptable Use Policy, or other related policies and agreements at any time in any manner without notice of any electronic, administrative, or institutional right to be posted on this and other pages.

Log in using the user name and password for your NY.gov account. This will take you to the NYSDEC eBusiness main page.

Finding the eNOI



There are two methods for finding the form you need to complete on the NYSDEC eBusiness Forms Portal (<http://www.dec.ny.gov/chemical/43133.html>):

1. Select an Organization to navigate to the list of forms, and
2. Form Finder.

Select an Organization

1. Click on the Select Organization button.
2. Mouse over the organization list and click on Division of Water (DOW).
3. After selecting DOW, the details for the division will be displayed as well as all forms related to DOW.
4. Choose "NOI for Coverage under Stormwater General Permit for Construction Activity".

Finding the eNOI – Form Search

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
WYDOEC Home

Home # Finder # History # Help ? David Gasper # Sign Out

Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

Form Search

Looking for a form? Please enter the name of the form below:

Don't know the name of the form? Not a problem. Please tell us about the type of activity you need to perform and we will recommend the form which may need to be submitted.

NOI

Recommended Forms

Based on your description, the following 1 forms may match your needs.

NOI for coverage under Stormwater General Permit for Construction Activity
The SPDES General Permit for Stormwater Discharges from Construction Activity

Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below:

Select Organization

Form Finder

The Form Finder tool allows you to search for a specific keyword, e.g., NOI, construction, stormwater. Enter the key word to search. Then choose “NOI for Coverage under Stormwater General Permit for Construction Activity” from the list of recommended forms.

This will bring you to the eNOI main page.

Opening the eNOI

The screenshot shows the NYSDEC website interface. At the top is the NYSDEC logo and navigation links: Home, Finder, History, Help, David Gasper, and Sign Out. The main content area is titled 'Permit Form' and features a red arrow pointing to the 'Submit online form' button. Below this are links to 'Download email to form' and 'Frequently Asked Questions'. The right side of the page is titled 'NOI for coverage under Stormwater General Permit for Construction Activity' and includes a description of the permit, a link to the 'nForm Quick Start User Guide (PDF, 566kb)', and contact information for the permit process.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home | Finder | History | Help | David Gasper | Sign Out

Permit Form

[Submit online form](#)

[Download email to form](#)

Frequently Asked Questions

- What are the permit's technical requirements?
- What are the permit requirements?
- Where can I find nForm instructions?

NOI for coverage under Stormwater General Permit for Construction Activity
version 1.9

Before commencing construction activity, the owner or operator of a construction project that will involve soil disturbance of one or more acres must obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity.

In the New York City East of Hudson watershed, this requirement also applies to construction projects disturbing more than 5,000 square feet to one acre of land. Some exceptions to the requirements exist for agricultural projects, certain silvicultural projects and routine maintenance activities.

[nForm Quick Start User Guide \(PDF, 566kb\)](#)

Contact Information

Address:
Enter the billing address here.
Enter the contact address here.

Contacts:
Phone: 516-402-0100
Email: tcroft@pwr.dec.state.ny.us

Additional Links

- [Info on NYS Stormwater Permit for Construction Activity](#)
- [NYS Construction Stormwater Toolbox](#)

Once you have found and clicked on the eNOI, the “NOI for coverage under Stormwater General Permit for Construction Activity” main page will appear. The main page provides information about the permit, links to frequently asked questions, contact information, and, in the top left of the page, buttons to either submit the form online, or to download a paper version to manually enter the data and mail to NYSDEC.

Click on the “Submit online form” button to access the eNOI.

Opening the eNOI (cont'd.)

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYDEC Home

Home | Finder | History | Help | David Gasper | Sign Out

Processing Information

This step requires you to specify some basic information about your submission.

Please note: Any work you perform filling out a form will not be accessible by NYDEC staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to NYDEC and it will become part of the public record, accessible per the New York State Freedom of Information Law.
A red asterisk denotes a required field.

NOI for coverage under Stormwater General Permit for Construction Activity
version 1.0
(Submission Id: 1WK-PRX0-Y186, revision 1)

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Select the reason for this submission:
new ☐

Default Fee: \$

Next Step

When you click on the “Submit online form” button, an eNOI record will be created and a submission identification number will be assigned (Arrow 1).

Key Point/Important Reminders:

1. **Be sure to make a note of your Submission ID #.** This is the only way DEC can track your submission. If any changes are made to the data after the form is first submitted, the Submission ID # will remain the same.
2. Note: Reason for submission will always default to “new”. This cannot be changed by the preparer.
3. Click “Next Step” to continue to the data entry pages.

Form Navigation

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections listed on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the "Next Step" button to proceed.

Please note: Any work you perform filling out a form will not be accessible to NYSDOT staff or the public until you actually submit the form in the "Certify & Submit" step. At the time of submission, it will be transmitted to NYSDOT and it will become part of the public record, accessible per the New York State Freedom of Information Law. A red asterisk denotes a required field.

Form Sections

- Owner/Operator Information
- Project Details
- Required SWPPP Components
- Erosion & Sediment Control Criteria
- Post-Construction Criteria
- Post-Construction SMP Identification
- Other Permits
- CMAA SWPPP Acceptance

NOI for coverage under Stormwater General Permit for Construction Activity
version 1.0
(Submission ID: 1WP-VWCV-GPS, revision: 1)
Project Location

clear section

1 2 3 4

Processing Info Entry Review Certify & Submit Payment Confirmation

Save for Later Previous Step Next Step

There are certain key features that are used to navigate through the eNOI:

1. **Form Sections:** The eNOI has multiple sections so that the form is easier to navigate (see page 2 for *eNOI Reference Guide for a cross reference of the eNOI with the Paper NOI questions*). Each section is preceded by an icon that indicates the form status:
 - ❖ Yellow = This section has not been viewed
 - ❖ Red = All required data has not been entered in this section.
 - ❖ Green = This section has been visited and all required data has been entered.
2. **Previous/Next Section** navigates the form sections. All sections must be viewed prior to form submission.
3. **Save for Later** can be used to save your data entries, leave the eNOI, and return at a later time to complete the form. Each submission can be saved at any time during the data entry stage to be continued or completed later.
4. **Previous/Next Step** moves the user through the steps (Processing Info, Entry, Review, Certify & Submit, Payment**, Confirmation) for completing and submitting the form. All form sections must be visited and all required data entered before you can move to the next step.

****Note:** Please note that some forms may include a payment step. However, with the eNOI, there are no fees associated with submitting the NOI. Projects will continue to be billed separately for the initial authorization and annual fees.

Data Entry

Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by NYSDEC staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to NYSDEC and it will become part of the public record, accessible per the New York State Freedom of Information Law.

A red asterisk denotes a required field

Form Sections

- ✔ Owner/Operator Information
- ✗ Project Location
- ✗ Project Details
- ★ Required SWPPP Components

[Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

NOI for coverage under Stormwater General Permit for Construction Activity

version 1.0

(Submission Id: 1WP-Z2FY-DMKN, revision 1)

Owner/Operator Information

clear section

Owner/Operator Name (Company/Private Owner/Municipality/Agency/Institution, etc.) *


Owner/Operator Contact Person Last Name (NOT CONSULTANT) *

Owner/Operator Contact Person First Name *

Owner/Operator Mailing Address *

City *

State *



The questions on the eNOI are generally the same as on the current version of the paper NOI (see page 2 for eNOI reference guide). Answer all applicable questions, as indicated. The red asterisk indicates fields that are required to be completed for all projects. If all required fields are not completed, you will not be able to submit the form to NYSDEC.

Please note, that there are questions that are not required for all projects. Be careful to answer all questions applicable to your project to avoid having the NOI returned as incomplete and delays in obtaining coverage.

While most of the questions on the eNOI are self explanatory, there are some unique features associated with the eNOI that will be discussed further.

Choosing Multiple Selections

Erosion & Sediment Control Criteria

25. Has a construction sequence schedule for the planned management practices been prepared? *

26. select all of the erosion and sediment control practices that will be employed on the project site

Temporary Structural *

Check Dams
Construction Road Stabilization
Silt Control
Earth Dike

Biotechnical *

Brush Matting
Wattling
None

Vegetative Measures *

Brush Matting
Dune Stabilization
Grassed Waterway
Mulching

Permanent Structural *

Debris Basin
Diversion
Grade Stabilization Structure
Land Grading

Other

clear section

Ctrl + Click to select more than one

The NOI has several questions that may require you to identify more than one selection. For example:

Questions 9a and 9b in the Project Details Section requires you to identify the type of water bodies to which the project will discharge;
Question 26 in the Erosion and Sediment Control Criteria Section requires you to select all erosion and sediment control practices that will be employed;
Question 27 in the Post-Construction Criteria Section requires you to identify all site planning practices that were used; and
Question 40 in the Other Permits Section requires you to identify all other DEC permits, existing and new, that are required for the project.

To choose multiple selections in a field, control + click on each selection.

Getting Coordinates

Provide the Geographic Coordinates for the project site. The two methods are:
Navigate to the project location on the map (below) and click to place a marker and obtain the XY coordinates.
The "Find Me" button will provide the lat/long for the person filling out this form. Then pan the map to the correct location and click the map to place a marker and obtain the XY coordinates.

Navigate to your location and click on the map to get the X,Y coordinates

Coordinates *

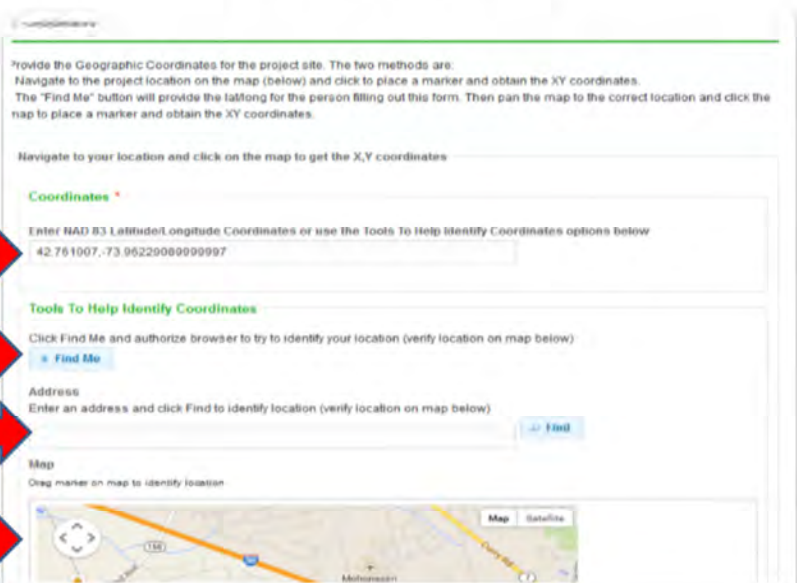
Enter NAD 83 Latitude, longitude Coordinates or use the Tools To Help Identify Coordinates options below
42.761007, -73.95229080000000

Tools To Help Identify Coordinates

Click Find Me and authorize browser to try to identify your location (verify location on map below)
[Find Me](#)

Address
Enter an address and click Find to identify location (verify location on map below)
[Find](#)

Map
Drag marker on map to identify location



The eNOI provides four methods for obtaining the coordinates for your project site:

1. Directly enter the Latitude/Longitude Coordinates. **Note: The paper NOI requested information to be entered using UTM. The eNOI requires coordinates to be entered using decimal degrees.**
2. The "Find Me" button will provide the lat/long for the person filling out this form. Then pan the map to the correct location and click the map to place a marker and obtain the XY coordinates; or,
3. Enter the address of the project and click find. This function will only work for legally recognized addresses; or
4. Navigate to the project location on the map and click to place a marker and obtain the XY coordinates.

SWPPP Preparer Certification

SWPPP Preparer Certification Form

SPDES General Permit For Stormwater Discharges
From Construction Activity(GP-0-10-001)



Project Site Information

Project/Site Name

Owner/Operator Information

Owner/Operator(Company Name/Private Owner Name/Municipality Name)

Certification Statement - SWPPP Preparer

In order to be complete, the NOI must include a signed certification by the SWPPP preparer. The “SWPPP Preparer Certification” certifies that a SWPPP has been developed for the specific project and has been prepared in accordance with the terms and conditions of GP-0-10-001. This requires a separate certification for each project.

Since the eNOI only allows for one electronic signature, the eNOI will require that you attach a scanned version of the “SWPPP Preparer Certification.” This certification can be down loaded from the eNOI in the “Required SWPPP Components” Section(see next page) or from the construction stormwater webpage under Forms:

<http://www.dec.ny.gov/chemical/43133.html>. The certification must be completed, printed and signed and then saved electronically for upload to the form.

Required SWPPP Components Section SWPPP Preparer Certification

Download SWPPP Preparer Certification Form

Please take the following steps to prepare and upload your preparer certification form:

- 1) Click on the link below to download a blank certification form
- 2) The certified SWPPP preparer should sign this form
- 3) Scan the signed form
- 4) Upload the scanned document

Download SWPPP Preparer Certification Form

Please upload the SWPPP Preparer Certification *

Please be aware that files exceeding 10 MB in size are not recommended

[Select Attachment...](#)

Upload a scanned copy of the signed SWPPP Preparer Certificate.

Comment:

[Previous Section](#) [Next Section](#)

Progress: Processing Info - **Entry** - Review - Certify & Submit - Payment - Confirmation

Upload the signed “SWPPP Preparer Certification” using the “Select Attachment” button.

Post-Construction SMP Identification Section Key Points/Important Reminders

THE YORKE-LEWIS COUNTY, NEW YORK, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (NYSDEC) HAS AN OMISSION OR INVALID VALUE. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filing out a form will not be accessible by NYSDEC staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to NYSDEC and it will become part of the public record, accessible per the New York State Freedom of Information Law.

A red asterisk denotes a required field.

Form Sections

- Owner/Operator Information
- Project Location
- Project Details
- Required SWPPP Components
- Erosion & Sediment Control
- Post-Construction Criteria
- Post-Construction SMP**
- Other Permits

Post-Construction SMP Identification

Runoff Reduction (RR) Techniques, Standard Stormwater Management Practices (SMPs) and Alternative SMPs

Identify the Post-construction SMPs to be used by providing the total impervious area that contributes runoff to each technique/practice selected. For the Area Reduction Techniques, provide the total contributing area (includes pervious area) and, if applicable, the total impervious area that contributes runoff to the technique/practice.

RR Techniques (Area Reduction)

Round to the nearest tenth.

Total Contributing Acres for Conservation of Natural Area (RR-1)

Total Contributing Impervious Acres for Conservation of Natural Area (RR-1)

2.4

Total Contributing Acres for Sheetflow to Riparian Buffers/Filter Strips (RR-2)

Total Contributing Impervious Acres for Sheetflow to Riparian Buffers/Filter Strips (RR-2)

3.6

Numbers only

Please note, that not all projects require post construction practices. Therefore, these questions are not marked as required. However, if your project requires post construction practices, please make sure you answer all questions in the Sections titled "Post-Construction Criteria" & "Post-Construction SMP Identification Sections". Failure to complete these questions for projects that require post construction controls will result in the NOI being returned as incomplete and may result in delays in obtaining coverage.

The Post-construction SMP contains the same information contained in Tables 1 & 2 of the paper NOI form. Identify the Post-construction SMPs to be used by providing the total impervious area that contributes runoff to each technique/practice selected. For the Area Reduction Techniques, provide the total contributing area (includes pervious area) and, if applicable, the total impervious area that contributes runoff to the technique/practice. Provide area in acres and round to the nearest tenth.

MS4 SWPPP Acceptance Form

Please fill out the following form:

New York State Department of Environmental Conservation
Division of Water
 625 Broadway, 4th Floor
 Albany, New York 12233-3505

MS4 Stormwater Pollution Prevention Plan (SWPPP) Acceptance Form
 for
 Construction Activities seeking Authorization Under SPDES General Permit
 *(NOTE: Attach Completed Form to Notice Of Intent and Submit to Address Above)

I. Project Owner/Operator Information	
1. Owner/Operator Name	
2. Contact Person	
3. Street Address	
4. City/State/Zip	
II. Project Site Information	
5. Project Site Name	
6. Street Address	
7. City/State/Zip	
III. Stormwater Pollution Prevention Plan (SWPPP) Review and Acceptance Information	
8. SWPPP Reviewed by:	
9. Title/Position	
10. Date Final SWPPP Reviewed and Accepted	
IV. Regulated MS4 Information	

If the project is subject to the requirements of a regulated, traditional land use control MS4, you must attach a completed MS4 Acceptance Form that has been signed by the principal executive officer or ranking elected official from the regulated, traditional land use control MS4.

Since the eNOI can only accept one electronic signature, the eNOI will require you to attach a scanned version of the completed & signed MS4 certification. This certification can be downloaded directly from the eNOI (see next page) or from the construction stormwater webpage under Forms: <http://www.dec.ny.gov/chemical/43133.html>. The certification must be completed, printed and signed and then saved electronically for upload to the form.

MS4 SWPPP Acceptance Section Key Points/Important Reminders

The screenshot shows the 'MS4 SWPPP Acceptance' section of a web form. On the left, a sidebar lists form sections: Owner/Operator Information, Project Location, Project Details, Required SWPPP Components, Erosion & Sediment Control, Post-Construction Criteria, Post-Construction SMP, and Other Permits. The main content area contains questions 43 and 44, a download link for the MS4 SWPPP Acceptance Form, and an upload section for the completed form. Two red arrows with white text are overlaid on the image: one pointing to the download link labeled 'Download blank form' and another pointing to the upload section labeled 'Upload completed form'.

MS4 SWPPP Acceptance

43. Is this project subject to the requirements of a regulated, traditional land use control MS4?

If No, skip question 44

44. Has the "MS4 SWPPP Acceptance" form been signed by the principal executive officer or ranking elected official and submitted along with this NOI?

MS4 Acceptance Form Download
Download form from the link below, complete, sign, and upload.

MS4 SWPPP Acceptance Form → **Download blank form**

MS4 Acceptance Form Upload → **Upload completed form**

Please be aware that files exceeding 10 MB in size are not recommended.

Select and upload the signed MS4 acceptance form.

Comment:

The eNOI will allow you to attach a scanned version of the completed & signed certification. This certification can be downloaded directly from the eNOI or from the construction stormwater webpage under Forms:

<http://www.dec.ny.gov/chemical/43133.html>

Checking Accuracy/Completeness of Information Provided in eNOI

The screenshot shows the NYSDEC Home page for the eNOI system. The header includes the NYSDEC logo and navigation links: Home, Finder, Dashboard, Users, Organizations, Forms, History, Help, and Sign Out. The main content area is titled "Review" and contains instructions for reviewing the form. A "Steps:" bar at the top right shows the progression: Processing Info > Entry > **Review** > Certify & Submit > Payment > Confirm. The form title is "NOI for coverage under Stormwater General Permit for Construction Activity version 1.8" with a submission ID of 1WK-QFZ8-NKST, revision 1. The form fields are grouped under "Owner/Operator Information" and include: Owner/Operator Name (Company/Private Owner/Municipality/Agency/Institution, etc.) with value "abc"; Owner/Operator Contact Person Last Name (NOT CONSULTANT) with value "abc"; Owner/Operator Contact Person First Name with value "abc"; Owner/Operator Mailing Address with value "16 Main Street"; and City with value "Cohoes".

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home Finder Dashboard Users Organizations Forms History Help Sign Out

Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by NYSDEC staff or the public until you actually submit the form in the 'Certify & Submit' step.

NOI for coverage under Stormwater General Permit for Construction Activity
version 1.8
(Submission Id: 1WK-QFZ8-NKST, revision 1)

Owner/Operator Information

Owner/Operator Name (Company/Private Owner/Municipality/Agency/Institution, etc.)
abc

Owner/Operator Contact Person Last Name (NOT CONSULTANT)
abc

Owner/Operator Contact Person First Name
abc

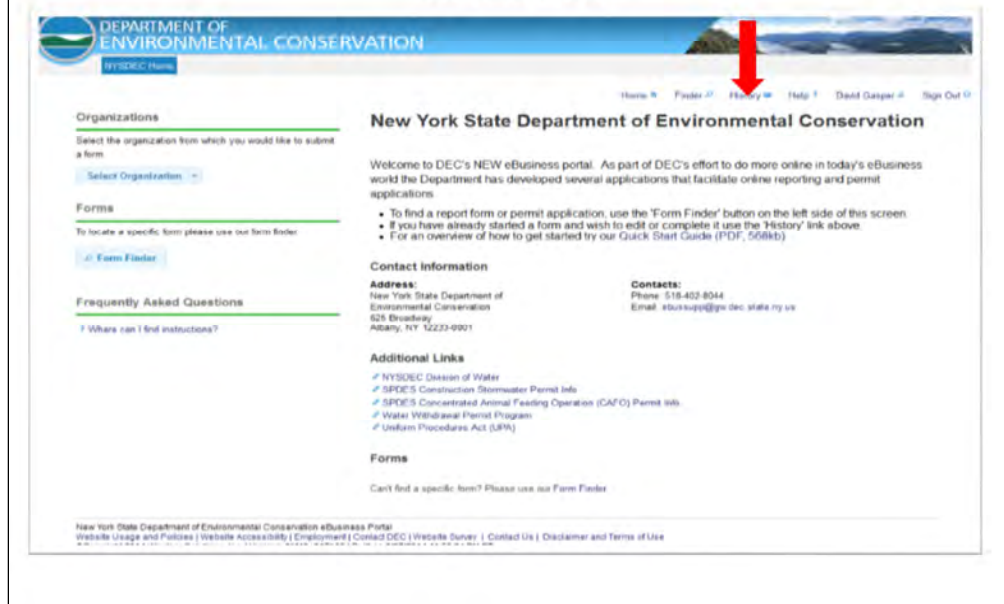
Owner/Operator Mailing Address
16 Main Street

City
Cohoes

Once all data has been entered and all sections are complete, you may move to the Review Step. This step provides the user a chance to review the information that was entered prior to submission of the form. All of the form questions and answers will be displayed on this screen.

If the eNOI is determined to be complete, you may move to the "Certify & Submit" step, read the certification statement and submit the form. Clicking the submit button is deemed the equivalent of signing a paper copy of the form. In the future, EPA requirements for electronic reporting may require a more involved certification process that includes re-entering the user password and correctly answering a predefined challenge question.

Finding forms that have been Started or Submitted



If an NOI was saved for later, you may access the submission by using the “History” link at the NYSDEC eBusiness Portal (<http://www.dec.ny.gov/chemical/43133.html>). This will provide access to the “Submission History” page that will display all of the forms that the user has access to, and their status.

Finding Forms That Have Been Started or Submitted

Submission History

Total records: 19 Showing 19 (filtered from total records)

Filter: NOI

Submission #	Submitted	Submission Name	Status	Locked	Actions
1WD-N2ZR-WTME	03/26/2014 06:44 PM	NOI for coverage under Stormwater General Permit for Construction Activity	Revised	No	
1TQ-929N-QPPS	03/26/2014 06:44 PM	NYR 10Z999	Deemed Complete	Yes	
W9-G51D-QWBR		Eriks NOI Submission #1	Draft	No	
1WP-VVFR-44YZ		NOI for coverage under Stormwater General Permit for Construction Activity	Draft	No	
1WP-VVWJ-E9RK		NOI for coverage under Stormwater General Permit for Construction Activity	Draft	No	
1WP-VVXK-F64G		NOI for coverage under Stormwater General Permit for Construction Activity	Draft	No	

The “Submission History” page can be filtered to narrow down the number of records (see Arrow 1). You can filter on keywords, dates or submission numbers listed in the table.

Below are some key things that will help identify/locate the submission:

Submission # is the unique identification number that was assigned to the eNOI when it was created.

Submitted – the date shown is the date the form was submitted to DEC. DEC cannot see forms prior to submission.

Submission Name - Each entry in the History table is given a default Submission Name that is the same as the form name. This name can be edited in order to provide a more meaningful name to the submission (e.g. Erik’s NOI Submission #1)(Arrow 3). To rename the submission, click on the Submission Name, which will make the name ready to edit, and enter the new name. For projects that receive permit coverage, it is recommended that the permit number be saved as part of the submission name in the event that the NOI needs to be revised once permit coverage is granted (Arrow 3).

Submission Status

“Draft” = form has been started by not yet submitted. DEC cannot see these forms

“Submitted” = Form has been submitted to DEC for review but DEC has not deemed it complete.

“Deemed complete” = DEC has reviewed the form and has deemed it complete

“Revised” = Form was previously submitted to DEC but has been revised from the original submission.

Accessing forms that have been Saved or Submitted

[Home](#) [Finder](#) [Dashboard](#) [Users](#) [Organizations](#) [Forms](#) [History](#) [Help](#) [Toni Cioffi](#) [Sign Out](#)

Submission History

Total records: 19 Showing 19 (filtered from total records)

Filter:

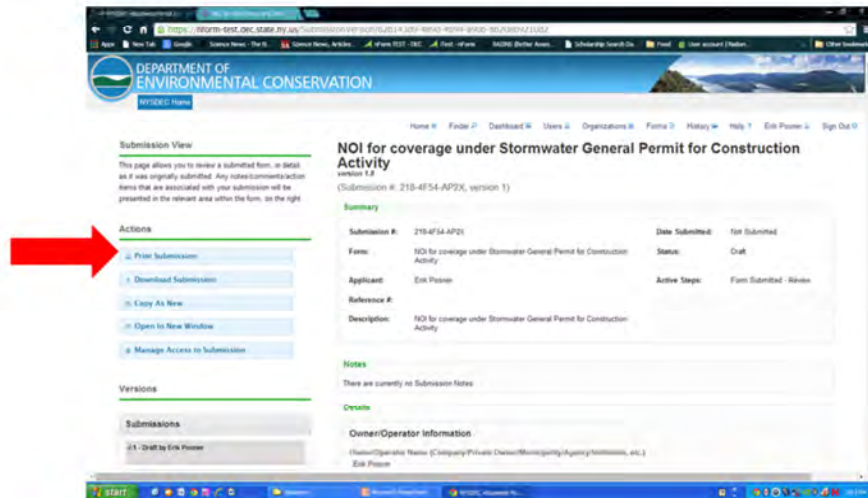
Submission #	Submitted	Submission Name	Status	Locked	Actions
1WD-N2ZR-WTME	03/26/2014 06:44 PM	NOI for coverage under Stormwater General Permit for Construction Activity	Revised	No	View
1TQ-929N-QPPS	03/04/2014 11:25 AM	NOI for coverage under Stormwater General Permit for Construction Activity	Deemed Complete	Yes	View
W9-G51D-QWBR		Erik's NOI Submission #1	Draft	No	View Edit
1WP-VWFR-44YZ		NOI for coverage under Stormwater General Permit for Construction Activity	Draft	No	View Edit Delete
1WP-VWVJ-E9RK		NOI for coverage under Stormwater General Permit for Construction Activity	Draft	No	View Edit Delete
1WP-VVXK-F64G		NOI for coverage under Stormwater General Permit for Construction Activity	Draft	No	View Edit Delete

There are three possible actions that can be performed to an existing form from the “Submission History” page:

- **View** – can always be performed, regardless of the form status. This displays all of the form questions and responses, but does not allow data to be modified. In the View Form mode, users can also print or download the submission and perform post-submission actions (as described on page 32).
- **Edit** – Forms can only be edited before they are submitted. This is not to be confused with revising a submission, which will be covered later in this document. This command is used to continue working on a saved form. Data already entered in the form can also be changed or deleted.
- **Delete** – Forms can only be deleted before they are submitted. Once submitted, a form’s data becomes a permanent record. *Once deleted, recovery is not possible.*

In order to review, certify and submit the NOI, the owner/operator must select the edit button.

Printing, Copying etc...



By clicking on the “View” icon on the Submission History page, users can print, download, copy, open in a new window and manage access to eNOIs that have not been submitted as well as perform post-submission actions (as described on page 32)

Review of Information

The screenshot shows the NYSDEC eNOI system interface. At the top is the NYSDEC logo and navigation menu. A red arrow points to the 'Review' link in the 'Steps' section. Another red arrow points to the 'Review' link in the 'Steps' section. The main content area displays the title 'NOI for coverage under Stormwater General Permit for Construction Activity' and the submission ID 'W9-G51D-QWBR'. Below this is the 'Owner/Operator Information' section with fields for Name, Contact Person Last Name, Contact Person First Name, Mailing Address, and City.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home Finder Dashboard Users Organizations Forms History Help David Gasper Sign Out

Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Steps:
Processing Info > Entry > **Review** > Certify & Submit > Payment > Conf

NOI for coverage under Stormwater General Permit for Construction Activity
version 1.8
(Submission Id: W9-G51D-QWBR)

Owner/Operator Information

Owner/Operator Name (Company/Private Owner/Municipality/Agency/Institution, etc.)
abc

Owner/Operator Contact Person Last Name (NOT CONSULTANT)
abc

Owner/Operator Contact Person First Name
abc

Owner/Operator Mailing Address
10 Main Street

City
Cohoes

Once the form is located and selected from the Submission History list, the eNOI preparer should go to the “Review” step to view the information and make any corrections necessary so that it is accurate and complete.

Completion of Review

42. If this NOI is being submitted for the purpose of continuing or transferring coverage under a general permit for stormwater runoff from construction activities, please indicate the former SPDES number assigned.
NONE PROVIDED

MS4 SWPPP Acceptance

43. Is this project subject to the requirements of a regulated, traditional land use control MS4?
No

If No, skip question 44

44. Has the "MS4 SWPPP Acceptance" form been signed by the principal executive officer or ranking elected official and submitted along with this NOI?

MS4 Acceptance Form Download

Download form from the link below. Complete, sign, and upload.

http://www.dec.ny.gov/docs/water_pdf/swpppaccept10.pdf

Comment: NONE PROVIDED

Steps:

Processing Info » Entry » **Review** » Certify & Submit » Payment » Information

Save for Later

Previous Step

Next Step

Once the form has been reviewed and determined to be complete and accurate, click the "Next Step" button to move to the Owner/Operator certification statement page.

Owner/Operator Certification Form

Owner/Operator Certification Form

SPDES General Permit For Stormwater Discharges
From Construction Activity (GP-0-10-001)



Project/Site Name: _____

eNOI Submission Number: _____

eNOI Submitted by: ☐ Owner/Operator ☐ SWPPP Preparer ☐ Other

Certification Statement - Owner/Operator

In order to be complete, the eNOI must include a completed and signed Owner/Operator Certification Form. This form can be downloaded directly from the eNOI (see next page) or from the construction stormwater webpage under Forms:
<http://www.dec.ny.gov/chemical/43133.html>.

The eNOI preparer must have the Owner/Operator complete and sign this form and then return to them for uploading on the eNOI.

Owner/Operator Certification Form

NOI for coverage under Stormwater General Permit for Construction Activity

version 2.1

(Submission #: 2011-BWV3-S9AA, revision 1)

Owner/Operator Certification

The owner/operator must download, sign, and upload the certification form in order to complete this application.

The screenshot shows a web interface for the "Owner/Operator Certification Form". It includes a "Download" section with a link to the form (PDF, 45KB) and an "Upload" section with a "Select Attachment..." button. A red arrow points to the download link, and another red arrow points to the upload button. The interface also includes a "Previous Section" button and a "Steps" progress bar.

Owner/Operator Certification Form Download
Download the certification form by clicking the link below. Complete, sign, scan, and upload the form.
Owner/Operator Certification Form (PDF, 45KB)

Upload Owner/Operator Certification Form
Upload the completed Owner Operator Certification Form. To verify, click the file name to open the file.
Please be aware that files exceeding 10 MB in size are not recommended
+ Select Attachment...

Previous Section

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Save for Later Previous Step Next Step

The eNOI preparer must attach a scanned version of the completed and signed Owner/Operator certification form. Once the Owner/Operator Certification Form has been uploaded, click the "Next Step" button to move to the eNOI Preparer certification statement page.

Certify and Submit Form

Certify and Submit

This step allows you to certify the form as complete and accurate and to submit the form to NYSDEC for review and processing.

Please note: Any work you perform filling out a form will not be accessible by NYSDEC staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to NYSDEC and it will become part of the public record, accessible per the New York State Freedom of Information Law.

Steps:

Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

NOI for coverage under Stormwater General Permit for Construction Activity

version 2.1

(Submission #: 20H-BWV3-S9AA, revision 1)

Construction NOI Preparer Certification

I hereby certify that the Notice of Intent for coverage under the Stormwater General Permit for Construction Activity for this project has been prepared in accordance with the terms and conditions of the GP-0-10-001. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of this permit and the laws of the State of New York and could subject me to criminal, civil and/or administrative proceedings.

Steps:

Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

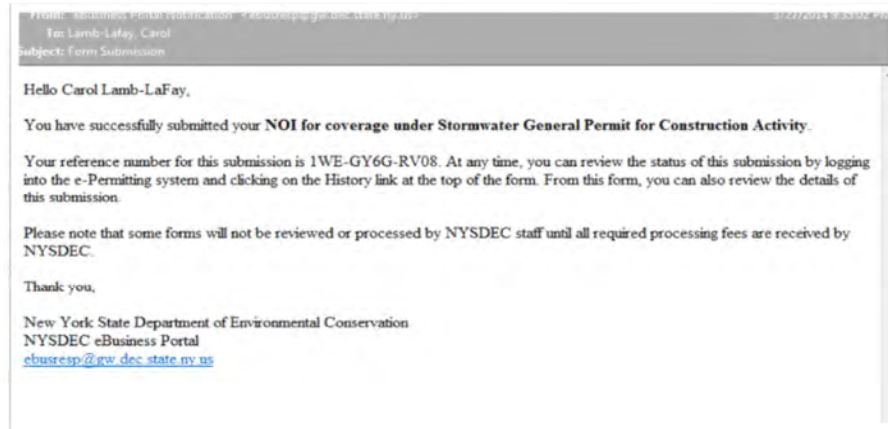
[Save for Later](#)

[Previous Step](#)

[Submit Form](#)

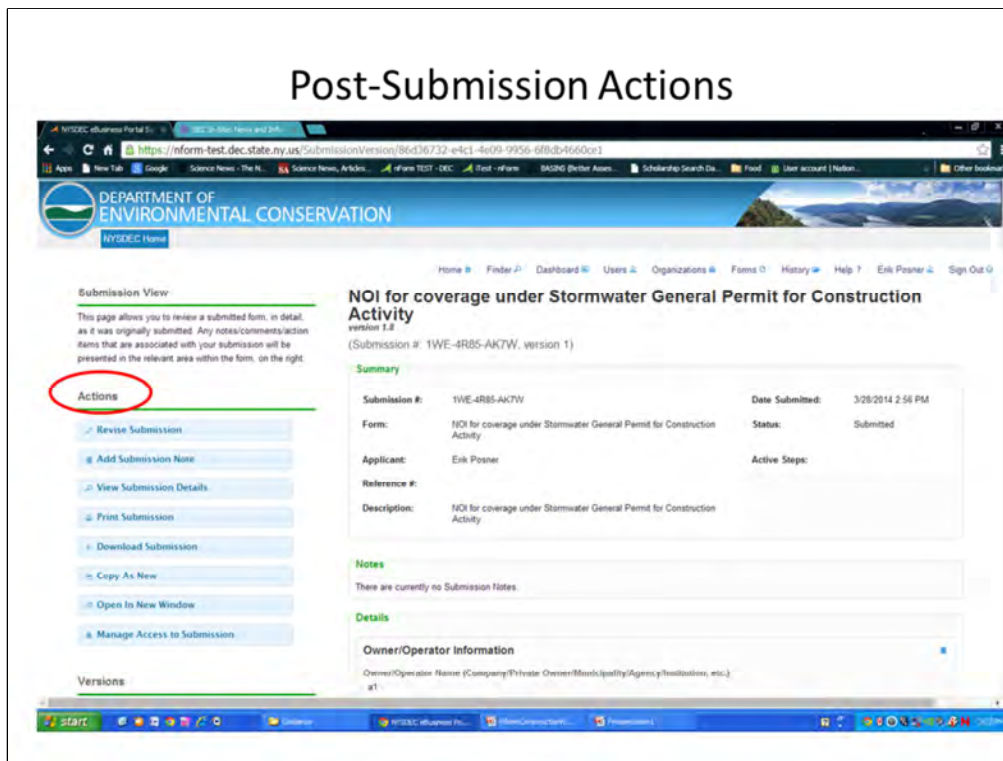
The eNOI preparer should read the certification statement and click on the “Submit Form” button. This will forward the eNOI to the NYSDEC for review and processing. Clicking the submit button is deemed the equivalent of signing a paper copy of the form. In the future, EPA requirements for electronic reporting may require a more involved certification process that includes re-entering the user password and correctly answering a predefined challenge question.

Email Response on Successful eNOI Submission



The eNOI preparer will receive an email response from the eBusiness Portal indicating that the NOI was successfully submitted to NYSDEC. Submission of the eNOI to the department does not mean the project has received approval to begin construction. NYSDEC will review the submission and either deem it complete or e-mail the owner and SWPPP preparer if additional information is needed. NOIs that are deemed complete will be mailed a hard copy of the NOI Acknowledgement letter that provides the permit number and date that coverage will begin. Please be advised that you cannot commence construction until you have received and complied with the conditions in your letter of acknowledgement.

Post-Submission Actions



Once a completed form has been submitted, its data is encrypted and stored in a secure system. The submission can no longer be deleted. There are several additional actions that users can perform after the form submission by clicking on the “View” icon of the eNOI on the Submission History Page :

Revise Submission – Each submission has a revision number, which starts at 1 for the initial version. If changes need to be made to the submitted form, the “*Revise Submission*” button is clicked and a new revision of the form becomes active and the user is able to change any information within it. Each new revision must be submitted when complete, and the new data will replace that of earlier revisions.

Print Submission – A copy of the submitted form can be printed.

Download Submission – The submitted form can be downloaded in PDF format and saved.

Copy as New – A previously submitted form can be copied and used as a template for a new submission. This will create a copy of the form with of its data and a new, unique submission ID. This new copy can be modified and used as a new submission, and can be particularly useful when submitting a report on a regular basis (e.g. Annual reports).

Open In New Window – Opens a second copy of the form in a new window. Useful when you want to compare two copies of a submission.

Manage Access to Submission - If more than one user needs to be able to view or edit the form, additional registered users can be granted access by clicking the “Manage Access to Submission” button on the left side of the page. The next screen will display a box to enter the email address of the person to whom access will be granted. This user must currently be a registered user of the nForm system. Below this is a list of all users with access to the form.

Questions/Assistance

- Toni Cioffi
 - 518-402-8109
 - toni.Cioffi@dec.ny.gov
- Dave Gasper
 - 518-402-8114
 - david.gasper@dec.ny.gov