

## MPCA Construction Stormwater (CSW) Permit Application Instructions

### Office of Environmental Stewardship Erosion Control and Storm Water Management

Applying for the NPDES permit on the MPCA webpage will be done electronically as described below. If a project disturbs 50 acres or more and discharges within one mile of a special or impaired waters, the SWPPP will need to be sent by design to the MPCA for review. If the project includes Tribal Lands a separate NPDES permit for those areas will be needed. (See end of this work sheet).

Timelines to get the permit and begin construction on a typical construction project is one business day after the Contractor applies and pays for the permit.

If the project will disturb 50 acres or more and water from the site discharges within one mile of a state-designated Special or Impaired Water, the SWPPP for the project will be submitted to and reviewed by the MPCA engineering staff, Logan Quiggle (651757-0480) by design. He will provide an approval letter once the review is complete. This letter provides the documentation that the plans meet the MPCA permit SWPPP requirement. The approval letter will be needed as an attachment to the MPCA permit application. Generally, this process will be completed within 30 days. MnDOT review and approval process with the MPCA begins between the 30% and 60% detail plan preparation (Additional plan review if required by other local permitting authorities could also be completed at the same time). The online application will ask you to attach the SWPPP along with your application.

MnDOT will initiate and complete a majority of the application and the Contractor that is awarded the project will complete the certification signature, payment, and their contact information. Each district will have a username and password to apply for permits thru the MPCA e-Services web site. The District Construction Office Manager is the suggested account holder of the username and password. The District Construction Office is responsible for sharing the permit application with the Contractor. The District Design or Hydraulics/WRE staff is responsible to initiate the application and provide the permit number in the 1717 MPCA NPDES Construction Stormwater Permit Special Provision.

The following provides step by step instructions for each party completing MPCA online CSW Permit application.

#### ***MnDOT District Design or Hydraulics - Initiate the process***

MnDOT design or hydraulics staff responsible for the SWPPP design will complete the MPCA Permit Application Worksheet below that includes all the information needed for the on-line application.

#### ***MnDOT District Design or Hydraulics – Enter information online***

MnDOT Hydraulics or Design staff initiates the permit application (during project turn-in):

- a. Log into [MPCA e-Services](#) with District user ID and password
- b. Complete the application using the MPCA Permit Application worksheet. Fill in the section for MnDOT's contact info and repeat for the Contractor's contact information. The Contractor will replace this information with their contact information. **(Stop at section 10 of the application. Sections 11 and 12 are for the contractor only)**
- c. If the project needed a SWPPP review by the MPCA then attach the MPCA approval letter.
- d. Record the permit ID from the online application here: ID Number is \_\_\_\_\_. Add the permit ID number to the highlighted section of the 1717 MPCA NPDES Construction Stormwater Permit special provision.
- e. Log out of MPCA e-Services

\*Note: this is an incomplete permit application that will remain active in e-Services for up to one year.

#### ***MnDOT Central Office Contracts and Letting Unit – Prepare permit affidavit***

MnDOT Central Office Contracts and Lettings Unit will add a permit affidavit to Contract Award documents that directs the Contractor to follow permit instructions in the 1717 special provisions.

**Contractor** – *Send information to MnDOT District Engineer*

Contractor sends the MnDOT District Resident Engineer their MPCA user ID and the permit number (from 1717 special provision).

**MnDOT District Resident Engineer** – *Share application with the Contractor*

MnDOT District Resident Engineer uses the permit number and Contractor's user ID to share the permit application electronically.

- a. Log into [MPCA e-Services](#) with District user ID and password
- b. Locate permit ID number on the MPCA e-Services
- c. Select "share" and input Contractor user ID
- d. Log out of MPCA e-Services

**Contractor** – *Enter permit information online*

Contractor receives email from MPCA that the application is shared. Contractor adds their contact information in Section 5.B of the application, completes the Certification (Section 11), and makes the Payment (Section 12).

**Contractor** – *Send information to Central Office Contracts and Letting Unit*

MPCA generates a confirmation notice once the application process is completed by the Contractor.

Contractor must then send the permit confirmation notice from the MPCA and the permit affidavit to the MnDOT Central Office Contracts and Letting Unit. This is a contingency of the contract approval by MnDOT.

## MPCA Permit Application Worksheet

Yellow highlights are MnDOT provided information and/or guidance. √ indicates drop-down menu

<b>1. Application Readiness</b> (“ Yes” response required to advance the process)	
I have read the Permit and my project is eligible according to the permit?	√ (yes, no)
I understand that the incomplete application cannot be processed?	√(yes, no)
I am ready to make payment? (answer yes even though the contractor will be paying)	√ (yes, no)
My project is not taking place within the boundary of an Indian Reservation?	√ (yes, no)

<b>2. Prevention opportunities</b> (Answers to these do not affect the permit application process)	
Have you implemented any preventative activities in the past year?	√ (yes, no)
If yes; how did you do it? (changes in inventory control, Energy conservation/renewable energy, Equipment modifications, Green building Practices, Green infrastructure and Sus Development, Improved operating practices, Other, process modifications, product modifications, raw material modifications, spill/leak prevention, Storm water pollution prevention BMP)	
If no; why? (New facility/site/or project, Not economically feasible, Other, Production process technical difficulties, specific regulatory/permit burdens)	
Would you like to be contacted to discuss prevention opportunities?	√ (yes, no)

<b>3. Environmental Review</b> (Answers to these do not affect the permit application process)	
1. Was there an Environmental Review required for project? Most sites will answer “No.” ( an environmental review is an EA,EIS,EAW, or federal Categorical Exclusion)	√(yes, no)
2. (If yes to 3.1)Is the Review Completed for project? answer “Yes”	√(yes, no)
(If yes to 2) provide following information	
<ul style="list-style-type: none"> <li>Responsible government unit for review (city, township, county, state of federal agency)</li> </ul>	
<ul style="list-style-type: none"> <li>Type of review (AUAR, AUAR update, Comparative environmental analysis, Draft AUAR, Draft EA, Draft EIS, EA , EA-EAW, EIS, Environmental Report, Final EIS, Other Document, Other review document, Petition for Environmental review, Preliminary draft EA, Preliminary Draft EAW, Route permit application, Scoping EAW-SDD, Site Permit Application)</li> </ul>	√
<ul style="list-style-type: none"> <li>Completion dated of review</li> </ul>	
3. (If yes to 2) has any mitigation identified in review incorporated into SWPPP? (if mitigation was not identified answer no, if it was make sure it is in the SWPPP and answer yes) (mitigation here is considered to be stormwater BMPS)	√(yes, no)

<b>4. Storm Water Pollution Prevention Plan (SWPP Plan)</b> (“ Yes” response required to advance the process)	
Has a SWPPP been developed for this project and incorporated into the project plans and specifications?	√ (yes, no)
<b>Discharges to Special or impaired waters</b>	
Does the project have a Discharge point within 1 mile (aerial radius measurement) of a special water or water impaired for sediment or sediment related parameter (Section 23.1)?	√ (yes, no)
(If yes to 2 )Does the SWPPP contain the additional requirements of the permit (Section 23.1,)?	√ (yes, no)

**5. CONTACTS**

**A. Owner**

- Enter the MnDOT District Resident Engineer as the owner

Insert from existing contacts	√
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(selecting from list will complete all information below this should be the resident engineers name)

or

*First Name	
Middle Initial	
*Last name	
*Title	e.g., Engineer <span style="float: right;">√</span>
*E-mail Address	
*Confirm Email	
*Organization	MnDOT District (1, 2, 3, 4, Metro, 7, 8)

*Address line 1	
Address Line 2	
Address Line 3	
*State	√
*County	√
*City	√
*Zip Code	

Phone number \* at least one phone number is required

*Type	* Contact Number	Extension	Comments
√ (24 hour, fax, home, mobile, office, other)			
Add number	(Using this on the application will add another row to the above.)		

Add secondary contacts by selecting "Add Contact" from the Available Contact Types. MPCA will cc the first primary contact for the owner regarding any compliance letters. For MnDOT the primary secondary for Metro should be Beth Neuendorf (Metro Water Resources Engineer) and for outstate districts OES Director. These are needed for tracking compliance on construction projects. Other secondary contacts can be added at MnDOT District discretion and could include MnDOT Design Engineer, Hydraulic Engineer, Project Engineer, etc.

<b>Available Contact Types</b>
√
(Owner contact, construction site contact, third party applicant)

**Add Contact**

Insert from existing contacts	√
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(selecting from list will complete all information below ) or

Metro	
*First Name	Beth
Middle Initial	
*Last name	Neuendorf
*Title	Engineer <span style="float: right;">√</span>
*E-mail Address	beth.neuendorf@state.mn.us
*Confirm Email	beth.neuendorf@state.mn.us
*State	Minnesota <span style="float: right;">√</span>

or

D1, D2, D3, D4, D6, D7, D8	
*First Name	OES Director
Middle Initial	
*Last name	
*Title	Engineer <span style="float: right;">√</span>
*E-mail Address	@state.mn.us
*Confirm Email	@state.mn.us
*State	Minnesota <span style="float: right;">√</span>

Phone number \* at least one phone number is required

*Type	* Contact Number	Extension	Comments
√ (24 hour, fax, home, mobile, office, other)	Beth 651- 234-7520 or OES651-366-3602		
Add number	(Using this on the application will add another row to the above.)		

**B. Contractor** (Enter District Resident Engineer as placeholder. Contractor will substitute with their name and address here after MnDOT shares the application)

*First Name		*Address line 1	
Middle Initial		Address Line 2	
*Last name		Address Line 3	
*Title	Forman <input checked="" type="checkbox"/>	*State	<input checked="" type="checkbox"/>
*E-mail Address		*County	<input checked="" type="checkbox"/>
*Confirm Email		*City	<input checked="" type="checkbox"/>
*Organization	Construction Firm	*Zip Code	

Phone number \* at least one phone number is required

*Type	* Contact Number	Extension	Comments
√ (24 hour, fax, home, mobile, office, other)			

Add number (Using this on the application will add another row to the above.)

**USPS Address Validation** (This section will come up only if the system does not recognize any of the above addresses)

Please consider slight changes to the address you provided to help us ensure data integrity. If an alternative address is provided, select its check box to change your address to that format. If no alternative is provided, our system did not recognize the address you entered as valid. Please consider revising the address. If you believe your address is valid and formatted correctly, click Continue without selecting an alternative.

Owners Address  
Contractors Address

**6. Project Location** (For MnDOT, provide a location description instead of address )

Address line 1:		or	<b>Description:</b>
Address line 2:			
Address line 3:			
*State:	Minnesota <input checked="" type="checkbox"/>		
*County	<input checked="" type="checkbox"/>		
*City	<input checked="" type="checkbox"/>		
*Zip/Postal code:			

Coordinate System:

√
(Lat-long decimal degrees, lat long deg-min-sec, UTM zone 14 North meters, UTM zone 15 north meters)
√
[Address matching house number, address matching nearest intersection, address matching unknown, Digitized permit application map, digitized web map Google/Yahoo/MapQuest, digitized DOQ, digitized DRG, GPS (other, rec receiver WAAS, rec receiver uncorrected, survey quality), Interpolation, Parcel polygon Centroid, Public Land Survey (section, one quarter, quartering map tool, three quarter, two quarter), Unknown, zip code centroid]

\*Latitude:  
\*Longitude:  
\*Collection Method:

OR

MAP Using map tool on application will fill in coordinate system information

**7. Project information** (If disturbed area is ≥50 acres and drains to special or impaired water, attach MPCA approval letter from Logan Quiggle. MPCA review should occur during the 30 - 60% plan review )

The MPCA requires project SWPPP reviews if the project is 50 acres or greater of disturbed soil and within one mile from and drains to a special or impaired water, and all Design Build Projects (See Design Build MOU).

General Purpose	
*Project Name (SPXXXX-XXX_THXXX)	
*Project Type	√ (commercial/res/road construction, commercial/industrial construction, commercial/road construction, emergency, other, residential, residential/road construction, road construction, unreported)
If other Please Describe	
*Construction Start Date (mm/dd/yyyy)	
*Estimated Completion Date (mm/dd/yyyy):	
Project Size	
*Disturbed Area of project(acres): (only include road bed area when reconstructing below grading grade)	
*Existing area of impervious surface(acres):	
*Post- construction area of impervious surface (acres):	

**8. Permanent Stormwater Management** This screen is only displayed if the impervious area will increase by ≥1 acre.

Select type of permanent stormwater management that will be used for the project (select all that apply)

	Infiltration
	Filtration
	Wet Sediment Basin
	Regional Pond
	Storm water harvest and reuse
	other

**9. Waterbodies**

Are there surface waters within 1 mile of the project boundary that will receive storm water from the site or discharge to a permanent stormwater management system?

√  
(Yes/no)

(If “Yes,” identify the surface waters below. Include waters shown on a USGS 7.5 minute quad map, or equivalent, and all waters identified in Section 23. 1 of the NPDES Construction Stormwater Permit)

*Water body name	*Type	*Special Water	*Impaired water
	√ (Calcareous fen, creek, ditch, lake, pond, river, stream, tile intake, unknown)	√ (yes/no)	√ (yes/no)

(As needed, add rows to this table. Right click on bottom row in table and select “Insert”>”Insert Rows Below” from the dropdown menu)

Add Row

Selecting Add in the application will automatically add another row to the above table.

**10. Attachments**(This screen is only displayed if the site is ≥50 acres and the project is within 1 mile of, and discharges to, a special or impaired water body)

You must submit a SWPPP for your project because it:

- Will disturb 50 or more acres; and
- Has a discharge point that is within one mile of (aerial radius measurement) and flows to a special water or impaired waters listed in Section 23.1 Permit coverage isn’t granted until the SWPPP is approved (Attach the MPCA approval letter here and the MnDOT review process will be complete)

Required	Attachment Type	Attachment description	Upload filename	Upload Data
	√		Browse	

(Select the “Browse” section to upload letter.)

(After completing this section but before logging out, select section 5- contacts on the left hand side of the screen to move to the contractors contact section of the application.)

Before logging out select my workspace tab at the top of the e-services page and record the ID number here (This should be the last entry on the list and it will show the current date): Permit ID number \_\_\_\_\_



**5. B. Contractor Contacts (Contractor will back-up and complete this section)**

**11. Certification (Contractor will complete this section)**

**12. Payment (Contractor will complete this section)**

Tribal Lands NPDES Permit Application

If the project is located in a Tribal Reservation, NPDES permit coverage is from the United States Environmental Protection Agency; [http://www.epa.gov/npdes/pubs/cgp2012\\_finalpermit.pdf](http://www.epa.gov/npdes/pubs/cgp2012_finalpermit.pdf). MnDOT will apply for the permit and make any payments required for the EPA Construction General Permit (CGP). The Contractor will be required to construct the project in accordance with the requirements of CGP No. MNR10000I, the Project's Plan and specifications, and Special Provisions. No work which disturbs soil or work in waters of the US will be allowed on this Project until the EPA NPDES Permit is in effect and the Department has received the required documentation.

An EPA NPDES Permit Affidavit form will be sent to the Contractor with the Contract award packet. A signed Permit Affidavit Form must be returned with the Contract and Bond. The Contractor is a co-permitee with the Department once signing the Proposal and completing the Permit Affidavit form to ensure compliance with the terms and conditions of the Construction General Permit (CGP).