

Memo

Office of Environmental Stewardship
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Date: April 14, 2016

To: Mn/DOT Resident, Design and Hydraulic Engineers

From: Brett Troyer, P.E.
Erosion and Stormwater Engineer,
Office of Environmental Stewardship (OES)

Subject: MPCA NPDES Construction Stormwater Permit review and Application process.

The below process update and change begins April 6, 2016

Mn/DOT project designers must familiarize themselves with the Minnesota Pollution Control Agency (MPCA) NPDES Construction Stormwater Permit requirements. The MPCA requires project SWPPP reviews if the project meets certain threshold limits.

- 50 acres disturbed and within one mile from and drains to a special or impaired water.
- All Design Build Projects (See Design Build MOU).

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). All MnDOT reviews and coordination will be completed by MPCA Engineer [Todd Smith](#) (651-757-2732). Todd will provide an approval letter after 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.

The MPCA requires applications for permits to be completed on-line. The process allows parties to share the permit application. MnDOT will initiate and complete a majority of the application and the contractor 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 suggested usernames for each district are provided below and the password is the districts responsibility. 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.

MnDOT design or hydraulic/WRE staff responsible for the SWPPP design will complete the "[MPCA Permit Application Worksheet](#)" located on MnDOT OES web site under Erosion Control and Stormwater Management. The worksheet also contains the MPCA permit application instructions in a step by step format. This worksheet provides staff with all the information needed for the on-line application. During project turn in;

- Log into MPCA e-Services (use district user id and password)
- Complete the application using the "NPDES Permit Application Worksheet" (Stop after completing section 10 of the application. Section 11 and 12 are for the contractor only.)
- Include the approval letter from MPCA as an attachment in the application if the project required a review.

- Complete the application all the way to the point of certification.
- Record the permit number and include that in the highlighted section of the 1717 MPCA NPDES Construction Stormwater Permit Special Provision.
- Log out of MPCA e-Services

The Contracts and Lettings Unit will include a permit affidavit with all the other Contract Award documents. The affidavit will provide instructions to the contractor to obtain the permit application number in the 1717 Construction Stormwater Permit Special Provision. Following the instructions the contractor will contact the resident engineer to provide their MPCA username and the permit number so that MnDOT can share the permit application. After receiving the contractor's information the construction office will:

- Log into MPCA e-Services (use district user id and password)
- Locate proper permit number to share with contractor
- Select share and input contractors user id
- log out of e-Services

The contractor will receive an email from MPCA that an application is shared. The contractor provides their contact information, certification signature, and makes the payment. The contractor must provide the confirmation notice from the MPCA along with the completed MnDOT Permit affidavit to the Contracts and Letting Unit. This is a contingency of contract approval by MnDOT.

Recommended district user names are as follows:

District 1: DOTMND1

District 2: DOTMND2

District 3: DOTMND3

District 4: DOTMND4

Metro: DOTMNM

District 6: DOTMND6

District 7: DOTMND7

District 8: DOTMND8

Please feel free to contact me with any questions. Thanks

Respectfully,



cc: Nancy Boeve (DOT)
Joel Williams (DOT)
Lynn Clarkowski (DOT)