DPIE PERMIT CLOSURE PROCESS SITE ROAD - 4/1/2021							
PERMITEE (DEVELOPER/ CONSTRUCTION CONTRACTOR)	APPLICANT'S ENGINEER	DPIE SITE ROAD PLAN REVIEW DIVISION (SRPRD)	DPIE INSPECTIONS DIVISION (ID)	DPW&T OFFICE OF HIGHWAY MAINTENANCE (OHM)	DPW&T OFFICE OF ENGINEERING & PM - TRAFFIC SAFETY	DOE SUSTAINABILITY SERVICES DIVISION (SSD)	DPIE PERMITTING AND LICENSING DIVISION (PLD)
PERMITEE (DEVELOPER/ CONSTRUCTION	APPLICANT'S ENGINEER	DPIE SITE ROAD PLAN REVIEW DIVISION	PEEL DIAGERCTOR REVERTION AND AND AND AND AND AND AND AND AND AN	HIGHWAY MAINTENANCE	OFFICE OF ENGINEERING & PM -	SUSTAINABILITY SERVICES DIVISION	
		DPIE SRPRD NPDES ENGINEERS INPUT STORMWATER MANAGEMENT AND STORM DRAIN SYSTEMS INTO GIS DATBASE - Input the following information into NDPES MS-4 GIS database Built BMPs – permit number, site name, BMPs complete address including city and zip, permit approval date, permit closure date, project status, public or private, type of BMP, on or off-site BMP, location/coordinates, BMP structure number, BMP outline, contributing drainage area (acreage – and polygon), impervious acreage treated, Environmental Site Design (ESD) volume achieved, As-Built completion date, PE inches, Runoff Curve Number, maintenance agreement (date, Liber and Folio), name of permittee, maintenance responsibility, fiscal year completed, calendar year completed, predominant land use, 8 (eight) digit watershed, Council District, and Municipality Built Storm Drain – inlets, manholes, end walls, end sections, headwalls, pipes and channels. include permit number, permit closure date, public or private, location of pipes and structures drawn into GIS system, coordinates of structures, size and type of pipe, size and type of manhole, size and type of structure, structure number, invert in/out elevation, plan length, upstream and downstream Global ID's, As-Built date, approval date, pipe material, drainage divides and polygons to each outfall location SAVE DIGITAL FILES - Ensure the following information has been saved to the W Drive Approved as built plan and letter Recorded Maintenance Agreement SWM and SD computations SWM and SD drainage area map DELIVER HARD COPY PERMIT FOLDER TO DOE SSD DELIVER HARD COPY PERMIT FOLDER TO DOE SSD DELIVER TO NPDES Planner (Paul DeSousa)					DPIE PLD SITE ROAD CHIEF
PERMITTEE FINAL PERMIT CLOSURE STEPS PAY PERMIT EXTENSION FEES IF APPLICABLE PROVIDE RELEASE OF LIENS FORMS TO DPIE PLD		DPIE SRPRD NPDES ENGINEERS INPUT ROADS INTO PAMS INPUT PAVEMENT AND REPAVEMENT (PUBLIC AND PRIVATE ROADS) INTO PAVEMENT ASSESSMENT MANAGEMENT SYSTEM (PAMS) PREPARE SCHEDULE A AND SIR REPORT FOR EACH PUBLIC ROADWAY. SEND TO DPIE DIRECTOR FOR SIGNATURE. SEND ADVANCE COPY TO DPW&T OHM NPDES PLANNER (Mary Holden) DPIE DIRECTOR SEND SCHEDULE "A" AND SIR REPORT TO DPW&T DRECTOR NOTE: ALL SCHEDULE "A'S" AND SIR REPORTS MUST BE DELIVERED NO LATER THAN SEPTEMBER 30 <sup>TH</sup> FOR INCLUSION INTO SNOW CONTROL PROGRAM  DPIE SRPRD NPDES ENGINEER PREMIT COMPLETION LETTER PREPARE AND DELIVER PERMIT COMPLETION LETTER TO DPW&T OHM AND DOE SSD * Prepare and send permit completion letter, to serve as notification that permit has been closed, storm drain/swm systems have been input into GIS database, and public roads have been input into PAMS. Advise both agencies where the electronic files for this permit can be downloaded.		DPW&T OFFICE OF HIGHWAY MAINTENANCE ACCEPT PUBLIC ROADS, STORM DRAIN AND STORMWATER MANAGEMENT INTO PUBLIC MAINTENANCE		DOE SUSTAINABILITY SERVICES DIVISION ACCEPT PRIVATE STORM DRAIN AND STORMWATER MANAGEMENT INTO MAINTENANCE OVERSIGHT	PERMIT CLOSURE INITIAL STEPS -         AFTER RECEIPT OF FINAL         ACCEPTANCE MEMO WITH         RECOMMENDATION FROM DPIE         INSPECTOR TO CLOSE THE PERMIT,         CONFIRM PERMIT EXTENSION FEES         WERE PAID.         REQUEST RELEASE OF LIENS         FORMS FROM PERMITTEE         DPIE PLD SITE ROAD CHIEF         PERMIT CLOSURE FINAL STEPS -         RECEIVE RELEASE OF LIENS FORMS         FROM PERMITTEE         CLOSE PERMIT - SEND LETTER TO         PERMITTEE         RETURN BOND FORMS TO BONDING         COMPANY