

Stormwater Permit Tracking Spreadsheet

Rev 2: 2023 SWMP Rev Date: 05/08/23 Rev By: EPW The Town tracks New York State Department of Environmental (DEC) permits issued for construction projects requiring coverage. The attached tracking spreadsheet template allows the Town to record the following information:

<u>DEC</u>

- Submission Date
- Permit ID Number
- Permit Status
- Permit Facility Name
- Permit Address

<u>Applicant</u>

- Name
- Address
- Contact Number

Town of North Greenbush

- Comprehensive Inspection Dates
- Action and Priority
- Construction and Permitting Status and Notes

The Town typically sorts this spreadsheet by the status of the project/permit, with active sites toward the top of the table for reference.

The Town receives an e-mail from DEC when a Notice of Intent has been filed and a Permit Number generated, and also uses the following DEC website to populate its Permit Tracking Spreadsheet:

ftp://ftp.dec.state.ny.us/dow/stormdocuments/Construction%20NOI%20Spreadsheets/

Town of North Greenbush Stormwater Management Project Spreadsheet TEMPLATE

NYSDEC					Applicant/Developer			Town of North Greenbush				
Database Information					Owner/Operator Information			Comprehensive Inspection				Misc.
Latest Submission Date	Program ID	Terminated	Facility Name	Address 1	Name	Address	Contacts (Phone/e- mail)	Inspector	Frequency	Date	Action Req'd?	Status/Notes
This information verified with NYS DEC website					This information gathered from applicant documentation			This information edited by Town as required				
Rows are typically sorted by Status of project - In Progress, NOT Signed, Awaiting Final NOT Inspection, Inactive, Closed, etc												