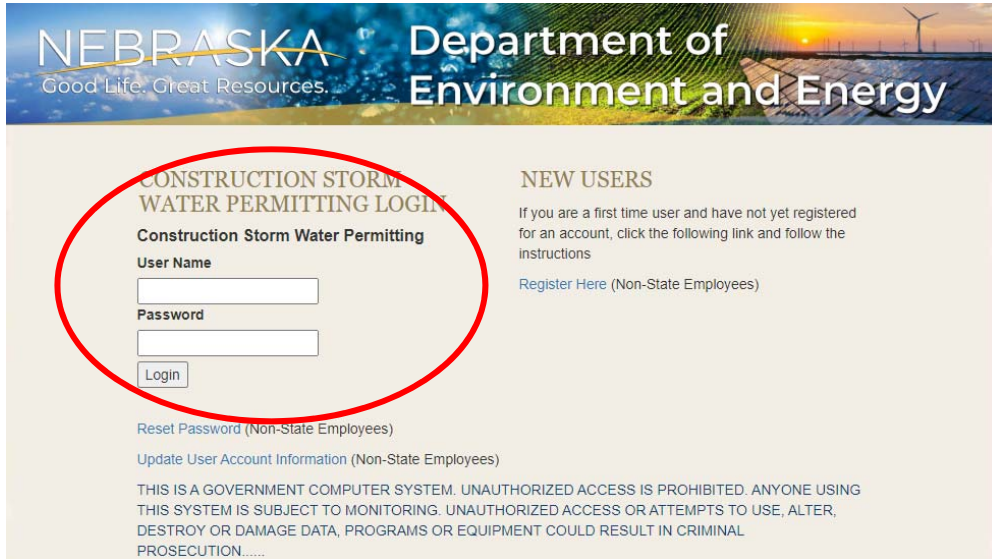


CSW-NOI Application Process

PLEASE NOTE: The Nebraska Department of Environment and Energy has moved to a fully electronic system. If you are a first-time user to their web site, you must first register for an account to log in.

All submittals to NDEE shall be to: Nebraska Department of Environment and Energy
<https://ecmp.nebraska.gov/DEQ-CSW/Account/Login>

Once you have a login – log in using your username and password.



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CONSTRUCTION STORM WATER PERMITTING LOGIN

Construction Storm Water Permitting

User Name

Password

Login

[Reset Password \(Non-State Employees\)](#)

[Update User Account Information \(Non-State Employees\)](#)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

You should come to the Construction Storm Water Permit screen.

You should see two sections:

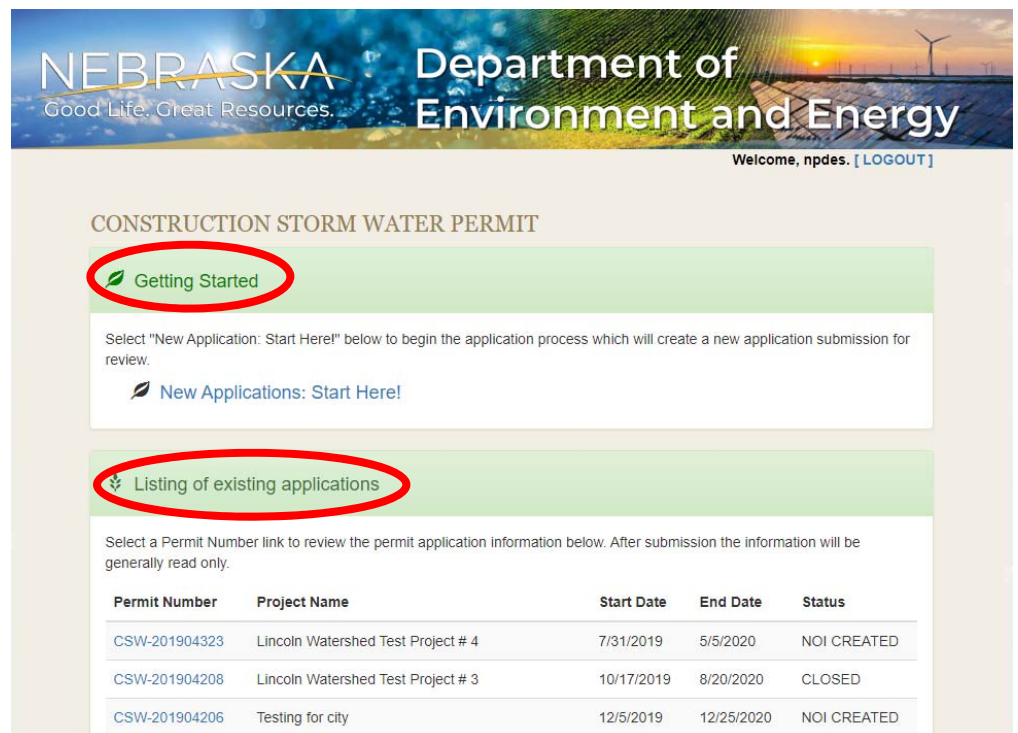
Getting Started:

New Applications

Listing of existing applications.

Current/Closed Projects

If you are creating/requesting a new CSW-NOI, select the “New Applications – Start Here!”



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CONSTRUCTION STORM WATER PERMIT

Getting Started

Select "New Application: Start Here!" below to begin the application process which will create a new application submission for review.

[New Applications: Start Here!](#)

Listing of existing applications

Select a Permit Number link to review the permit application information below. After submission the information will be generally read only.


Permit Number	Project Name	Start Date	End Date	Status
CSW-201904323	Lincoln Watershed Test Project # 4	7/31/2019	5/5/2020	NOI CREATED
CSW-201904208	Lincoln Watershed Test Project # 3	10/17/2019	8/20/2020	CLOSED
CSW-201904206	Testing for city	12/5/2019	12/25/2020	NOI CREATED

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CONSTRUCTION STORM WATER PERMITTING PROCESS OVERVIEW



- Scroll down and read the entire overview of the process.
- Click on each PART to expand and read content.
- At the bottom of the page, you must Agree to the conditions below before you can continue.

Authorization to Discharge Under the
National Pollutant Discharge Elimination System (NPDES)
General NPDES Permit Number NER210000 for Storm Water Discharges from Construction Sites to Waters of the State of Nebraska

▶ Part I. Coverage Under this Permit

▶ Part II. Authorization for Discharges of Storm Water from Construction Activity

▶ Part III. Construction Storm Water Effluent Limitation Guidelines

▶ Part IV. Storm Water Pollution Prevention Plans (SWPPP)

▶ Part V. Special Conditions, Management Practices, Other Non-Numeric Limitations

▶ Part VI. Termination, Transfer, or Reassignment of Permit Coverage

▶ Part VII. Standard Conditions and Requirements

▶ Part VIII. Definitions

▶ Reference List A: Abbreviations

▶ Appendix B - List of MS4s in the State of Nebraska

Download PDF download:

You can download this permit as a PDF file to review and keep for your records.

[Download PDF](#)

Agreement of Conditions

Do you agree to the above conditions in which to complete this project application?

YES

NO

Cancel

Next

Contact Us: ndee.csw@nebraska.gov

The DEE State Website
Security, Privacy & Accessibility Policy
The State of Nebraska Website

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.
Nebraska Department of Environment and Energy
245 Kallituck Blvd., Lincoln, NE 68523 • P.O. Box 98932 • Lincoln, NE 68509 • (402) 471-2186

After successful login, you are ready to enter your project information.

You can download a pdf of the permit to review and keep for your records.

Before you can continue, you must agree and accept the terms of conditions by selecting Yes.

Select Next to proceed.

Each item with a black triangle indicates there is additional information. To expand that category, click on the black triangle with your mouse, and the additional information should appear on your screen.

▶ Part I. Coverage Under this Permit

▶ Part II. Authorization for Discharges of Storm Water from Construction A

▶ Part III. Construction Storm Water Effluent Limitation Guidelines

▶ Part IV. Storm Water Pollution Prevention Plans (SWPPP)

▶ Part V. Special Conditions, Management Practices, Other Non-Numeric L

▶ Part VI. Termination, Transfer, or Reassignment of Permit Coverage

▶ Part VII. Standard Conditions and Requirements

▶ Part VIII. Definitions

You are now ready to enter the information regarding your project.

You must include a project name, and indicate who the certifying official is, including a name, work phone cell phone and a valid email address.

You can enter another Certifying Official or enter an Authorized Representative or Project Proponent for the project. These fields are optional but may help clarify important persons involved in the project.

Select NEXT to proceed.

Note: At any time, you can hit SAVE. This will save your project and allow you to return at a later date/time to finish.

CONSTRUCTION WATER PERMITTING PROCESS OVERVIEW

Project Name

☐ Complete all the personnel information in the tabs below that apply to the project.

1 Certifying Official Statement

"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Certifying Official **Certifying Official (Optional)** Authorized Representative Project Proponent

Certifying Official

Title

Company

First Name

Last Name

Work Phone Cell Phone

Email Confirm Email

Address Line

City State Zip Code

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CONSTRUCTION WATER NOTICE OF INTENT APPLICATION - READINESS TO APPLY

Limitations on Coverage

Based on [Part I.C.3] and its sub-parts, does a reasonable potential exist for permit authorization to be limited?

CSW-201702287: City of Lincoln Test II 63 required steps remaining

Click Next Step **The Reasonable Potential of Limited Authorization must be answered "No"**

17% Complete

Before you can continue, you need to verify if there is a potential for permit authorization to be limited due to other circumstances.

If you need clarification, or more information on what that means, click on the black triangle to expand and display the explanation.

If No, select NEXT.

The bottom of the screen will show you an indicator of how far you are in the process.

You will need to answer Y/N to each question acknowledging you have completed each task.
To see additional information below pertaining to a specific section, click on the small blue circle to the left of the text to expand.

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CONSTRUCTION STORM WATER NOTICE OF INTENT APPLICATION - SWPPP

Storm Water Pollution Prevention Plan (SWPPP) Part IV

i Storm Water Pollution Prevention Plan Framework [Part IV, A.]

Has a Storm Water Pollution Prevention Plan been developed for this project?

YESNO

Has a qualified individual [Part IV A] prepared the SWPPP?

YESNO

Pollution Prevention Plan Contents: Site and Activity Description [Part IV, B.]

Has the site and activity descriptions, as per Part IV.B, been incorporated into the SWPPP?

YESNO

Storm Water Pollution Prevention Plan to Eliminate or Minimize Pollution [Part IV, C.]

Has the sediment and pollution control measures and record keeping, as per Part IV.C, been incorporated into the SWPPP?

YESNO

Has the Erosion prevention measures and record keeping, as per Part III.C, been incorporated into the SWPPP?

YESNO

Maintenance of Control BMPs [Part IV, F.]

Inspections [Part IV, J]

Maintaining an Updated Plan [Part IV, K]

Has Inspections, maintenance of BMPs and associated record keeping, as per Part IV.F, J-K, been incorporated into the SWPPP?

YESNO

Final Stabilization

Has the Final Stabilization addressed, as per Part I.C.5, been incorporated into the SWPPP?

YESNO

Does the SWPPP include documentation supporting a determination of permit eligibility with regards to Threatened and Endangered species and critical habitat?

YESNO

(Guidance is available on the NDEE website: http://dee.ne.gov/)

You must upload your entire SWPPP package.

(Guidance is available on the NDEE website: <http://dee.ne.gov/>)

Required - Attach Storm Water Pollution Prevention Plan (SWPPP) file(s) for upload into the application.

[Browse...](#) [Upload Swppp](#)

Accepted file types: PDF, JPG, GIF, and TIFF.

Document ID	Description	Doc Date	
View Document	DEQ CSW SWPPP	1/12/2024	Delete

Where will the SWPPP be located?

[Back](#) [Save](#) [Next](#)

Contact Us: ndee.csw@nebraska.gov

CSW-202400021: Lincoln Test 1/12/24 -2

Click Next Step ➔ [The SWPPP Designer Company Name field is required](#)

49% Complete

[Home](#) [Project Application Overview](#)

Select **Browse** to find the file on your computer, select the file, and click OPEN on the dialogue box that appears.

When the file name appears in the Browse line, click on **Upload SWPPP**.

The document should appear under the Document ID.

Select “**View Document**” if you wish to preview. If you made a mistake, hit **Delete** and try again.

Answer the question regarding the location of SWPPP document (i.e. where located onsite or indicate if online electronically).

Select **Next** when ready to move on.

Complete all fields for the Construction SWPPP Designer Information section. Select **Next** to proceed.

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CONSTRUCTION SWPPP DESIGNER INFORMATION

SWPPP Designer Company Name

First Name

Last Name

Phone

Address

City

State

Zip Code

Email

Back

Save

Next

Contact Us: ndee.csw@nebraska.gov

CSW-202400021: Lincoln Test 1/12/24 -2

Click Next Step ➔ The SWPPP Designer Company Name field is required

49% Complete

Home

Project Application Overview

The construction site description must be filled out. The County must be included.

Welcome, wsmsmi. [[LOGOUT](#)]

CONSTRUCTION SITE DESCRIPTION

County

Physical Address
Indicate general location description if no address is available.

Project Type
(residential, industrial, commercial, livestock, linear, other etc.)

Project Size acres **Area to be disturbed** acres

Nearby Surface Waters
Identify surface waters within ½ mile of project boundary that will received storm water or discharge from permanent storm water management system.

Name of Receiving Waters
Bodies of waters and/or Outfalls

Waterbody Type
(ditch, pond, stream, river etc.)

Legal Description
Describe the quarter, section, township, range, and/or any other legal descriptions.

Project Start Date mm/dd/yyyy

Project End Date mm/dd/yyyy

CSW-201702287: City of Lincoln Test II 45 required steps remaining

Click Next Step ➔ **The Construction Site County is required**

41% Complete

[Home List](#) [Project Application Overview](#)

The **County** field is a drop-down menu.

You can simply start typing the name of the county “La” for example, and it should take you to Lancaster in the drop-down menu.

Enter to accept.

Fill out the rest of the fields to indicate the physical location and description of the site.

You must also include a project start and end date.

Be specific when denoting the location – add an intersection or adjacent existing streets, even if this is a new development, we need a general idea of where the property is located.

**IF YOU ARE
TAKING OVER
THE PROJECT
FROM
SOMEONE ELSE
(e.g.
TRANSFERRING
OWNERSHIP)**

you must
reference the
previous CSW
number here.

Project Size: 1.5 acres Area to be disturbed: 1.2 acres

Nearby Surface Waters: Surface Water Name
Identify surface waters within 1/4 mile of project boundary that will receive storm water or discharge from permanent storm water management system.

Name of Receiving Waters: Body of Water
Bodies of waters and/or Outfalls

Waterbody Type: Pond
(ditch, pond, stream, river etc.)

Legal Description: Section, Township, Range
Describe the quarter, section, township, range, and/or any other legal descriptions.

Project Start Date: 11/28/2017 mm/dd/yyyy
The field Project Start Date must be a date.

Project End Date: 03/30/2018 mm/dd/yyyy
The field Project End Date must be a date.

For sites previously authorized under a Construction Storm Water (CSW) permit and undergoing a transfer of **owner and/or certifying official**. List the previous NPDES CSW Permit Number (CSW 1 _____)

Previous NPDES CSW Permit Number: CSW- []

Back Save Next

CSW-201702287: City of Lincoln Test II 45 required steps remaining

Click Next Step The Construction Site County is required

41% Complete

Home List Project Application Overview

Please note, the original owner cannot close their project until your request is approved. If this happens, the CSW number will not be valid. You may be required to start the process over, filling out the project as a NEW project instead of a transfer.

Select NEXT when done.

Failure to answer any of the questions will result in an incomplete application and it cannot be submitted.

Anytime during the permit process, you can select SAVE and come back to your application. NDEE will save your incomplete permit for 30 days. After 30 days, it will be removed from the system

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NDOT PROJECT

Is this a Nebraska Department of Transportation project or other federal or State of Nebraska or public power project that, as part of their siting requirements, completed a threatened and endangered species review which resulted in a no effect determination or a mitigation plan approved by Nebraska Game and Parks?

YES NO

Back Save Next

If you select NO as an NDOT project, you will be taken to the Nebraska Game and Parks CERT Review section – requesting you to submit the project’s CERT proposal for environmental review through the NGP Conservation and Environmental Review Tool (CERT). Website - <https://cert.outdoornebraska.gov/>

Select **Browse** to find the file on your computer, select the file, and click OPEN on the dialogue box that appears.

When the file name appears in the Browse line, click on **Upload SWPPP**.

The document should appear under the Document ID. Save when done.

Depress **“View Document”** if you wish to preview. If you made a mistake, hit **Delete** and try again.

CERT

Attach CERT file(s) for upload into the application.

Required
Before submitting Construction Storm Water Notice of Intent application, attach evaluation obtained from Nebraska Game and Parks Commission's Conservation and Environmental Review Tool (CERT).

Browse... Upload NGPC

Accepted file types: PDF, JPG, GIF, and TIFF.

Document ID	Document Type	
View Document	DEQ CSW CERT	Delete

Back Save Next

IF you selected **Lancaster County** for the location of your project, you should receive an email from NDEE stating:

“The Nebraska Department of Environment and Energy (NDEE) has reviewed the Construction Storm Water Application for City of Lincoln “ (Name of Project) since your application is within Lancaster County, your application is being forwarded to the City of Lincoln (COL) for further review. If you have questions regarding your application, refer to the appropriate parties below:

If you have any questions, please contact:

City of Lincoln

You should also see the following additional requirements within the application system:

- Project map
- Construction site plan with erosion control detail sheets. (i.e. Complete Erosion Control Plan)

You will need to **attach a project map**.

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CONSTRUCTION STORM WATER PERMITTING PROCESS SUBMISSION

Attach project map file(s) for upload into the application.

Required

Before submitting Construction Storm Water Notice of Intent application, attach map(s)/aerial photo(s) with enough detail to identify the location of the construction site and waters of the state within one mile of the site. Aerial photo of project area with project area delineated on the photo is preferred. (e.g. USGS 7.5 minute quad map, a portion of a city or county map, or equivalent map)

[Browse...](#) [Upload Map](#)

Accepted file types: PDF, JPG, GIF, and TIFF.

Document ID	Document Type
View Document	DEQ CSW Project Map Delete

To upload the map, select Browse to search your computer for the location of the map.

Once it appears, select OPEN on the dialogue box, the name of the file should appear in the browse section.

Select the “Upload Map” button to load the map. View Document should appear under the Document ID. Select “View Document” if you wish to review it. If you made a mistake, simply select Delete and try again. Select SAVE before moving to the NEXT page to ensure your documents are secured.

Next, you will need to upload the Construction Site Plan and Details. You can select the "Checklist" box that will download a PDF document of all the items needed for the plan. submittal.

No attached documents were found.

SEDIMENT AND EROSION CONTROL CONSTRUCTION PLAN AND DETAIL

Attach Sediment and Erosion Control Construction Plan and Detail Sheet file(s) for upload into this application.

Required

(The listing of required items below is provided in full detail in the City of Lincoln, Flood & Water Quality Protection Manual, Chapter 9.3.1)

Site Plan:

1. Vicinity map

2. Indicate north

3. Limits of clearing and grading

4. Existing contours

5. Final contours

6. Existing vegetation

7. Existing drainage patterns

8. Critical erosion areas

9. Site development

10. Location of practices

11. Off-site areas

Details:

1. Detailed drawings

2. Detailed specifications

3. Construction sequencing

4. Maintenance program

A clear statement defining maintenance responsibility should also be included.

If you have questions relating to this section, please contact:

City of Lincoln, Watershed Management at npdes@lincoln.ne.gov or (402)309-5936.

Browse...

Upload Site Plan

Checklist

For a print out of required elements - see the checklist

Accepted file types: PDF, JPG, GIF, and TIFF.

Document ID	Description	Doc Date
No attached documents were found.		

Back

Save

Select **Save** to proceed.

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CONSTRUCTION STORM WATER PERMITTING PROCESS SUBMISSION

By clicking submit you are acknowledging that you have filled this form out truthfully and to the best of your knowledge.

[Home](#) [Project Application Overview](#)

[Back](#) [Save](#) [Submit](#)

Contact Us: ndee.csw@nebraska.gov

Save or Submit when complete.

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Welcome, npdes. [\[LOGOUT \]](#)

WHAT NEXT?

Construction Storm Water Permit application for Project "Test" has been saved. Within 30 minutes, Grand Pubah will receive an email from DocuSign with a link to electronically sign the application. Your application will only be submitted to Nebraska Department of Environment and Energy for review once the application has been signed.

CSW-202004764: Test **0 required steps remaining**

✔ Permit Completed and Submitted

100% Complete

[Home List](#) [Project Application Overview](#)

If you filled everything out successfully, and you hit submit, you should receive the following "What Next?" message.

You should receive an email from DocuSign within 30 minutes requiring you to electronically sign the application.

If you do not receive the email notification, be sure to check your spam filter to ensure you allowed the email to come through.

Please Note: Your application will NOT be submitted for review until the application has been signed.

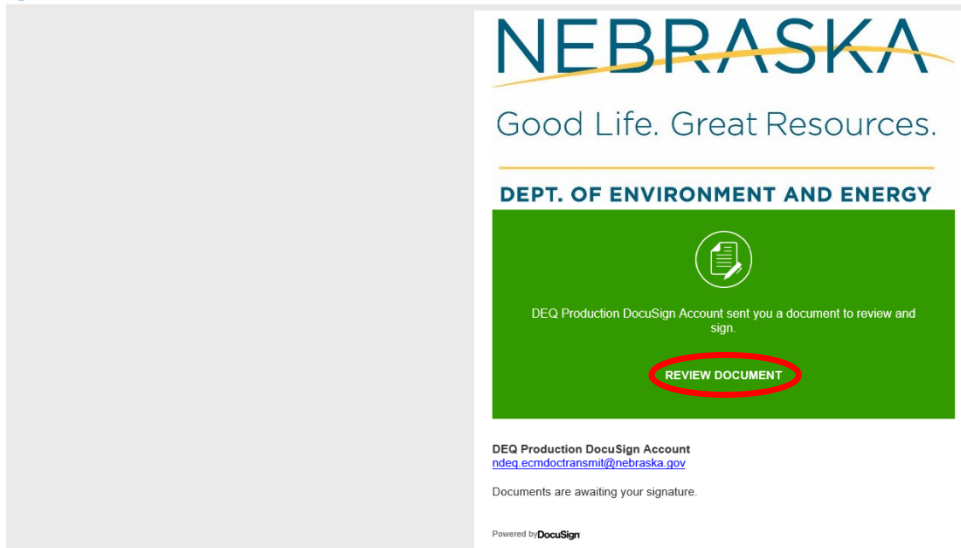
You can logout when done and wait for the email notification.

Email notification the Certifying Official receives from DocuSign to sign the application Notice of Intent:

The email notification should look similar to this.

Documents are ready for your signature

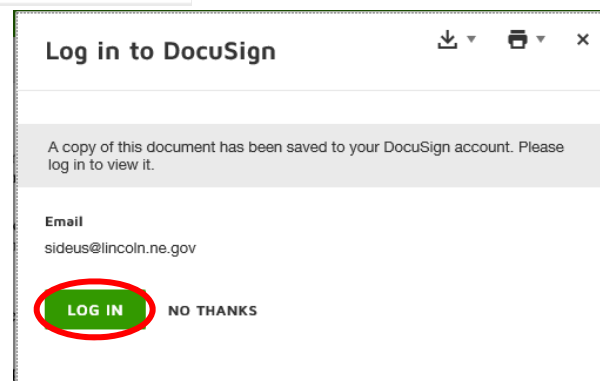
DocuSign System <dse_na2@docusign.net>
To: Shannon M. Ideus
If there are problems with how this message is displayed, click here to view it in a web browser.



Select "**Review Document**" to launch the DocuSign software. You must first accept the conditions of DocuSign before it will allow you to actually sign (instructions are available on NDEE site as well). Sign and initial where indicated.

When complete, you should receive a pop up similar to this:

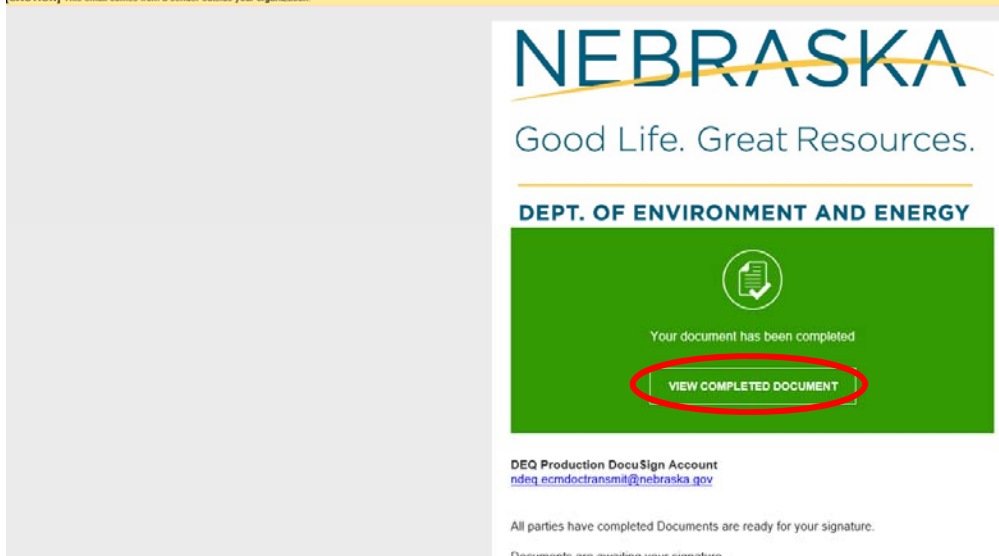
If you wish to view your completed document, you can **Log in** to your account to view. Otherwise select **No Thanks**.



Completed: Documents are ready for your signature

DocuSign System <dse_na2@docusign.net>
To: Shannon M. Ideus
If there are problems with how this message is displayed, click here to view it in a web browser.

[CAUTION] This email comes from a sender outside your organization.



You should receive another verification email that your document has been completed.

You can also view your completed document via this email as well. Just click on the **View Completed Document** link.

If everything was filled out correctly, you should receive an email indicating:

"Your Construction Storm Water Notice of Intent Application has been approved.

Please see the attached letter."

An approval letter should be attached to the email you receive, indicating approval from both the City and the State.

If NOI application was **NOT** filled out correctly, you should receive an email indicating:

“Additional Information Needed for COL for (Project Name) – CSW (Project Number).

“Your construction Storm Water Notice of Intent Applicant has been reviewed by the City of Lincoln and additional information is needed. Please see Notes below:”

COL Additional Info (Date)

Please access Construction Storm Water Portal located [Here](#)

1. Select application for Permit CSW-20XX00XXX
2. Select '**Upload Documents**' link
3. Upload requested document(s)
4. When complete, select '**Submit to COL**' button

If you have questions, please contact:

City of Lincoln Watershed Management
949 W Bond, Suite 200
Lincoln NE 68521

You will need to log back into the system and amend the items requested in the attached documentation received in the email.

If you are having issues with the CSW Application, please contact NDEE's Stormwater Division at (402 471-4205).

For questions relating to the software/bugs encountered in the system please contact NPDES@lincoln.ne.gov.