



Town of Southeast
APPLICANT PERMITTING PROCESS

Town of Southeast Erosion Control Permit
And

NYSDEC SPDES General Permit for Discharges from Construction Activity GP--0-20-001

In accordance with Chapter 119 of the Southeast Town Code and the requirements of the NYSDEC (New York State Department of Environmental Conservation) General Permit for Stormwater Discharges from Construction Activity (GP-0-20-001), The Town of Southeast, as the responsible MS4 (Municipal Separate Storm Sewer System), must review and approve all required SWPPPs (Stormwater Pollution Prevention Plans) and E & S (Erosion & Sedimentation) Control Plans.

I. Applicability

Any construction activity which has over 5,000 square feet of land disturbance is subject to these requirements.

- For projects disturbing between 5,000 square feet and one acre, a SWPPP with E & S Controls is required.
- For projects disturbing over one acre, a full SWPPP with post-construction stormwater controls is required.

II. Application Requirements

A complete application must include one paper copy and one digital copy of the following:

1. Completed Erosion & Sediment Control Permit Application available from the Town of Southeast Building Department, MS4 Administrator or online at:
<http://ny-southeast.civicplus.com/DocumentCenter/View/306>
2. Complete MS4 Acceptance Form available at:
[2025 CGP - Draft Changes to MS4 Stormwater Pollution Prevention Plan \(SWPPP\) Acceptance Form](#)
3. Completed and signed Notice of Intent (NOI) available at
<http://www.dec.ny.gov/chemical/43133.html#Forms>
4. Erosion & Sediment Control Plan or Stormwater Pollution Prevention Plan, as required based on area of disturbance.
5. Estimate of material quantities for Erosion & Sediment Control Measures for projects not covered by an existing Performance Bond with the Town of Southeast.

*If you wish to submit one copy electronically by e-mailing to bbridges@southeast-ny.gov, then you only need to submit one hard copy to 1 Main Street.

III. Application Fees and Submission Process

Applicant must provide the following with application materials:

1. A check for the Erosion & Sediment Control Permit made payable to “Town of Southeast” for \$500 if disturbance is between 5,000 sq. ft. and 1 acre; or \$1000 if the disturbance is over 1 acre.
2. For projects disturbing over 1 acre that do not already have an escrow account with the Planning Board, a separate check made payable to “Town of Southeast” for \$1000 is required to establish an escrow account.

All of above should be submitted to:

Bruce Bridges, MS4 Administrator
Town of Southeast
1 Main Street
Brewster, NY 10509

Phone: (845) 279-8206

e-mail: bbridges@southeast-ny.gov

IV. Review and Approval Process

1. The Town MS4 Coordinator reviews application materials and provides comments if the application materials do not meet the permit requirements. Applicant provides revised or supplemental materials in hard copy as required.
2. When all Permit requirements are met, the MS4 Coordinator signs the MS4 Acceptance Form and prepares an Erosion & Sediment Control Bond estimate and recommendation.
3. Building Inspector reviews and signs Erosion & Sediment Control Permit.
4. MS4 Administrator mails copies of all signed forms to the applicant or applicant’s representative.
5. Applicant submits the Notice of Intent (eNOI) to the NYSDEC.
6. Upon receipt of Acknowledgement of Permit Coverage from the NYSDEC the applicant provides a copy to the MS4 Administrator to confirm Permit Coverage.
7. Applicants must post the required bond with Town Clerk of the Town of Southeast at Town Hall, 1360 Route 22, and provide proof of bond posting to the MS4 Administrator.

At this point, MS4 application requirements will be considered sufficiently met to request a pre-construction meeting.

V. Completion of Project/Notice of Termination

Upon completion of construction activity, it is the applicant’s responsibility to submit a Notice of Termination (NOT), available at https://extapps.dec.ny.gov/docs/water_pdf/gp015002cnot.pdf to the Town MS4 Administrator for review by the MS4 Coordinator. If there are postconstruction stormwater practices in place, the Town also requires a Post Construction Maintenance Plan, a Stormwater Management Agreement and an Inspection & Maintenance Easement. If approved, the applicant files the NOT with the NYSDEC and provides a copy of NYSDEC Acknowledgement to the MS4 Administrator for the Town of Southeast. Failure to do so will delay release of the bond by the Town of Southeast.