

Walk Through of the Online Application – NER210000

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Department of
Environment and Energy

CONSTRUCTION STORM WATER PERMITTING

Log In

User Name
NPDES_Permits

Password

Login

[Reset Password](#)

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New Users

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions

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Contact Us: ndee.credentials@nebraska.gov

The DEE State Website
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The State of Nebraska Website

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Nebraska Department of Environment and Energy
245 Fairbrook Blvd, Lincoln, NE 68521 • P.O. Box 98922, Lincoln, NE 68509 • (402) 471-2186

- ❖ If you are a new user, please register for an account and make sure to keep all of your username and passwords saved. The NDEE does not save any username/passwords in our system. Follow the guidance document on how to register for an account.
- ❖ Once registered, log into the portal.

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CONSTRUCTION STORM WATER PERMIT

Getting Started Click Begin New Application Process below to start a new application

[Begin New Application Process](#)

List of Existing Applications Select a Permit Number link to review the permit application information

Filter [Clear](#)

Permit Number	Project Name	Start Date	End Date	Status
CSW-202207176	Test 1			NOI CREATED
CSW-202207009	Guidance Document - Test	10/12/2023	3/25/2024	NOI RETURNED TO APPLICANT

After submission, the permit application information will be read only.

- ❖ Once logged in, you will see a page with “**Getting Started**” and “**Listing of Existing Applications**”. Any CSW NOIs that you have created, either submitted or not, will show up on your list of existing applications. The list will show the permit number associated with the project, the project name, anticipated start date, end date, and the status of the project.
 - For more information regarding NOI Status, please check the CSW Frequently Asked Questions Document.
- ❖ When you are ready to start a new application, click on the “**Begin New Application Process**” option.



- As a courtesy, NDEE will allow you to save an incomplete application for up to thirty (30) calendar days from initial application creation.
- After thirty days, the application will be marked invalid and removed from the system.
- For an application to be marked complete, it must be submitted and signed electronically by the Certifying Official.

SWPPP Inspection Reporting

Search By CSW Permit Number [Click to show/hide more information](#)

The following link provides options to search for completed SWPPP inspection reports: [DEE CSW Inspection Report](#)

List of Existing SWPPP Inspection Reports

Select a Permit Number link to review and create SWPPP Inspection Reports for permits

[Load SWPPP Inspection Reports](#)

CSW Permit Number Lookup

Construction Storm Water Projects and Records:

The following links provide options to search for Construction Storm Water Projects in Nebraska. Two links are available:

[DEE CSW NOI Permit Number](#) can be used to find the Construction Storm Water Permit Number, Project Name, County, Project Start and End Dates, and the Permit Status. The search can be limited by entering a County and/or Date Range. The Dates field searches the date the NOI document was received by the agency, rather than project dates.

[DEE CSW NOI Public Access](#) can be used to retrieve and view documents for a specific Construction Storm Water Project. Enter the Permit Number (i.e.: CSW-201600001) and press Search

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- ❖ Please see the following calendar section for your convenience.

Further down on the page is “**SWPPP Inspection Reporting**” and links to our public portal to search CSW projects.

- ❖ If you are an inspector and trying to submit your inspection reports, you will first search for the CSW Permit Number. After, the portal will give you the option to either fill out the report online or upload your report.

- ❖ If you need to look up a CSW project, but do not have the CSW number, you can search for projects by county, project name, start and end dates. Its best to have a smaller time frame to filter out projects from your query. This function allows you to view the project statuses as well.

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

Permit 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

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New Permit Application: 47 required steps remaining

Click Next Step • [You must agree to the current permit regulations.](#)

0%

Home

Project Application Overview

- ❖ After you start your permitting process, you will see a permitting process overview. Here, the NER210000 permit is divided up into parts for your convenience. Please review the permit before applying for coverage. **The permittee is responsible for compliance with the CSW General Permit**, please adhere to these sections to ensure accurate and complete NOI Submissions.
- ❖ The CSW General Permit is also available in PDF form for downloading.
- ❖ At the bottom of the screen, you will notice a progress bar. As you move through the application, you can track where you stop and start. The online portal automatically saves all of your information, however, please see the calendar section on the previous page.
 - Press the “**Home**” button to go back to the front page of the portal.
 - Press “**Project Application Overview**” to review all of the project information that you submitted in one long form.

CONSTRUCTION WATER PERMITTING PROCESS OVERVIEW

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."

Project Name

► Certification Official Information

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

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

Save

Next

- ❖ For guidance as to who would need to be the **Certifying Official**, please review our definition in Part VII.E of the CSW General Permit or the green drop down option to review more information.
- ❖ The Certifying Official will sign the NOI DocuSign via email, so please make sure its correct and accurate. The DocuSign NOI is considered a legal document, the email is required to be sent to the certifying official. Please see Part VII.E of the CSW General Permit for more details.
- ❖ NOTE: If the Certifying Official changes or the CSW permit is transferred to a new Certifying Official, the permittee must complete a new CSW- NOI on the NDEE website within (7) calendar days of the change/transfer. Once the new CSW-NOI has been submitted and approved by NDEE, the permittee will need to submit a letter to the Department stating the change in Certifying Officials, and the project will be voided.
- ❖ You do have the option to have two Certifying Officials. Both will be able to sign the NOI and NOT.
- ❖ **Authorized Representative** and **Project Proponent** can be anyone else involved in the project (engineer, SWPPP designer, consultant, etc.).
 - If we ever need to contact someone about the project, we try to contact either the SWPPP designer, project proponent or the authorized rep before we contact the CO.
 - Designation of Authority documentation should be submitted for Authorized Representatives.

CONSTRUCTION WATER NOTICE OF INTENT APPLICATION - READINESS TO APPLY

▸ Limitations on Coverage

Based on [Part I.C.4] and its sub-parts, does a reasonable potential exist for permit authorization to be limited?

YES NO

Back Save Next

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- ❖ Please review the “**Limitations on Coverage**” drop down option before continuing on with the application.
 - If there is no reasonable potential for permit authorization to be limited, please select “**No**” and continue on in the application by selecting “**Next**”.
 - If “**Yes**”, please contact the NPDES and State Permits Section for more guidance, as an individual permit may be needed.

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CONSTRUCTION STORM WATER NOTICE OF INTENT APPLICATION - SWPPP

Storm Water Pollution Prevention Plan (SWPPP) Part IV

- Storm Water Pollution Prevention Plan Framework [Part IV, A.]
 - Has a Storm Water Pollution Prevention Plan been developed for this project?
 - Has a qualified individual [Part IV A] prepared the SWPPP?
- 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?
- 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?
 - Has the Erosion prevention measures and record keeping, as per Part III.C, been incorporated into the SWPPP?
- Maintenance of Control BMPs [Part IV, F.]
- Inspections [Part IV, J.]

1. A record of each inspection and of any actions taken must be retained as part of the SWPPP for at least three (3) years from the date that permit coverage expires or is terminated. The inspection reports must identify any incidents of non-compliance with the permit conditions. Where a report does not identify any incidents of non-compliance, the report must contain a certification that the construction project or site is in compliance with the SWPPP and this permit. The report must be signed in accordance with Part VIII.B of this permit.
- 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?
- Final Stabilization
 - Has the Final Stabilization addressed, as per Part I.C.5, been incorporated into the SWPPP?
 - Does the SWPPP include documentation supporting a determination of permit eligibility with regards to Threatened and Endangered species and critical habitat?

(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.

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

Document ID	Document Type
No attached documents were found.	

- ❖ This portion of the application asks questions about the **Storm Water Pollution Prevention Plan (SWPPP)**.
- ❖ Please see and review the drop-down options for the specific sections of the CSW General Permit the questions relate to.
- ❖ The Department advises permittees to review the EPA SWPPP Template as a guidance document when developing their SWPPPs. Consultant firms can have their own templates however, the permittee/preparer is responsible for ensuring that all items are submitted in a complete manner for accurate NOI approval.
- ❖ A new requirement of the NER210000 permit is that the SWPPPs must be uploaded with the NOI Submission.
- ❖ You cannot move forward with the application until you upload your SWPPP. The application will save your place and all of the information you submitted if you need to come back at a later time to complete.
- ❖ To upload, select “**Browse...**” to search for the document in your files, then select “**Upload Swppp**”. You should be able to see the option to “**View Document**” if the SWPPP is uploaded correctly.



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CONSTRUCTION SWPPP DESIGNER INFORMATION

SWPPP Designer Company Name

First Name

Last Name

Phone

Email

Address

City

State

Zip Code

Where will the SWPPP be located?

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

Contact Us: ndee.credentials@nebraska.gov

- ❖ In this section of the portal, you will put in the contact information of the **SWPPP Designer**. Please make sure the email and phone number are correct, the Department will contact the SWPPP Designer first should any questions arise during the application review process.
- ❖ For the question of “**Where will the SWPPP be located?**”, it is asking where the physical copy of the SWPPP will be. Some examples of potential SWPPP locations can be seen on the example above and should be as specific as possible. If this portion is left blank or has the city name (i.e., Waverly, NE), the application will be sent back to the permittee for review. Please be specific as possible. The permittee must follow all state and local guidelines when filling out the NOI Application and include specific requirements, if applicable.

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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 1/2 mile of project boundary that will receive 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

Project End Date

- ❖ In this portion, please describe the proposed construction site and ensure surface water information is filled out.
- ❖ If the project discharges to an MS4, be aware that you may be prompted to submit more documentation.
- ❖ Note that if the size of the construction site expands substantially past the listed areas being disturbed, the permittee will need to submit a new NOI with an updated and/or new SWPPP. Specific site coverage requirements can be found in the CSW General Permit. Contact NPDES and State Permits Section at NDEE if you have any questions.

- ❖ Because construction is fluid, the Department advises that you add extra time to your projects end date. They can be extended after the project is approved and can be done by clicking on the project in the portal and modifying the date, if the permittee has any issues, please contact the NPDES and State Permits Section at NDEE. If the project goes past the end date, it is overdue and should either be extended or submit an NOT.

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 _____)

Previous NPDES CSW Permit Number

CSW-

Back Save Next

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CSW-202207369: Stormwater Portal Application Walkthrough 15 required steps remaining

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

68% Complete

Home Project Application Overview

- ❖ If you are **transferring** one permit to another, the permittee must provide the previous permit number in this text box.
- ❖ With transferring a project, the permittee allowed to use the original documents but must cite the previous permit number so both projects match.

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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

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CSW-202207369: Stormwater Portal Application Walkthrough 4 required steps remaining

Click Next Step → **The NDOR Project field must be answered**

91% Complete

Home Project Application Overview

- ❖ This question is only for **projects that are submitted by the NDOT or contractor for NDOT**.
- ❖ If the permittee is a contractor with the NDOT for a project, you may answer “**Yes**”, however the permittee will need to submit documentation from the NDOT as they have their own environmental review. Selecting “Yes” will bypass the CERT requirement, and the application will be sent back for edits.
- ❖ For non NDOT projects, please select “**No**”.



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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
No attached documents were found.	

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

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CSW-202207369: Stormwater Portal Application Walkthrough 3 required steps remaining

Click Next Step [Cert missing upload into the application](#)

94% Complete

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

- ❖ The permittee, prior to applying for an NOI, will need to obtain a **CERT** (Conservation Environmental Review Tool) from Nebraska Game and Parks. The weblink is cited below.
- ❖ With this review tool, the permittee will receive one of three environmental reviews:
 - *“No Effect”*, *“More information needed”*, or *“Potential Impact”*
- ❖ Depending on the results given by the CERT, which are listed above, please follow the directions provided in the CERT (Page 3-4). Sign and date the CERT before submission of the NOI. NOTE: please ensure that all questions are answered before submitting the NOI.
- ❖ Note that if you have a **“Potential Impact”**, the permittee will need to contact Game and Parks for a further review. Once the permittee has obtained that letter, it will then need to be submitted with the application. Nebraska Game and Park reviews can take up to 30 days and should be done before an NOI submission has been done.



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)

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

Document ID	Document Type
View Document	DEQ CSW Project Map Delete

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- ❖ Please upload your project map in this section.
 - A general location map (e.g., USGS quadrangle map, a portion of the city or county map, or other map) with enough detail to identify the location of the construction site and water(s) of the state within one mile of the site. Site map should have the acres being disturbed clearly outlined and labeled.

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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](#)

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- ❖ The NOI Application submission is almost done. Please review all of the uploaded documents and information one more time before submitting your CSW NOI Application.
- ❖ Once completed with the submittal review, please press **“Submit”**.
- ❖ There is the option to **“Save”** the project if a review is needed to be done at a later time.

WHAT NEXT?

Construction Storm Water Permit application for Project '**Stormwater Portal Application Walkthrough**' has been saved. Within 30 minutes, **Anthony Candelas** 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.

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- ❖ Congrats! The submission of the CSW NOI has been completed. Within 30 minutes of submission, the Certifying Official will receive a DocuSign Link that will take them to a separate webpage for them to review the NOI. Please have them sign the NOI and select “Finish”. They do not need to create an account in order to do this.
- ❖ The email will come from “**DocuSign System**”, **not NDEE**
- ❖ Please see the example DocuSign Email. NOTE: Ensure that all applicable folders are checked such as the **SPAM** or **Trash** folders.

NEBRASKA



DEE Production DocuSign sent you a document to review and sign.

[REVIEW DOCUMENT](#)

DEE Production DocuSign
ndee.ecmdoctransmit@nebraska.gov

Anthony Candelas,

Please DocuSign CSW-202207369 - DEE CSW NOI PDF (126437991)

Thank You, DEE Production DocuSign

Powered by **DocuSign**