Procedure Guidance :

* A licensed Professional Engineer (PE) or Registered Landscape Architect (RLA) in the State of New York, otherwise known as a Qualified Professional (QP), must perform SMP Certification inspections. As SMP components will be installed in sequence, it is the QP’s responsibility to determine when, and how often, they must be on site to inspect and certify each component while it is visible.
* Inspection Guidance
  + If an SMP component is not installed in accordance with the SWPPP, the QP must notify the Contractor.
  + If an SMP cannot be installed in accordance with the SWPPP due to unforeseen circumstances, the QP must notify the Contractor and DEP (via email to the address listed on the SWPPP Acceptance Form).
  + If an SMP component in the table is not applicable, ‘N/A’ should be noted in the ‘General Inspection Notes’ column.
* For an SMP to be certified that it was installed in compliance with the SWPPP, all SMP components must:
  + Meet specification requirements;
  + Maintain consistency with approved product submittals;
  + Reflect the approved SWPPP’s plans and details.
* Once SMP construction is complete and all practice components are certified as compliant, the following documents must be submitted to DEP via email and included with the project’s Notice of Termination and Stormwater Maintenance Permit Application:
  + SMP Certification Table
  + Final QP Certification Signature
  + SMP Cross-Sections, Plans, and/or Profiles
  + SMP Photograph Log

Form Instructions :

Document Headers. SMP Information

* + The QP must list the SMP function(s) on each page of this document. SMP functions shall be described as Infiltration, Evapotranspiration, Filtration, Detention, or Reuse. If the SMP is single-function, the Secondary Function shall be marked “N/A”.
  + SMP information listed in the headers shall match information listed in the SWPPP SMP Tables, and the SWPTS portal.

Section A. SMP Certification Table

* + The QP must complete this table as SMP components are inspected and certified. It is anticipated that the table will be filled out over multiple site visits. SMPs components can only be certified if they are installed in accordance with the most recent approved SWPPP.

Section B. SMP Cross-Sections, Plans, and/or Profiles

* + The QP must incorporate the project specific SMP cross-sections, plans, and/or profiles into this form, replacing the example in Section B. DEP will not accept this SMP Certification form if it utilizes the example SMP cross-section.
    - Note that multiple SMP cross-section, plan, and/or profiles views may be required to certify all components of the SMP.
  + The QP must inspect each component shown in the cross-sections, plans, and/or profiles and initial/date the component as it is certified. These certified drawings will then act as the SMP As-Built.

Section C. SMP Photograph Log

* + The QP must include a minimum of one photo of each certified SMP component with a date and time stamp.

*Remove instruction page in its entirety prior to submission.*

### Section A. SMP Certification Table

|  |  |  |
| --- | --- | --- |
| **PROJECT NAME**  Insert Project Name | **SITE ADDRESS**  Insert Site Address | **SWPTS APPLICATION ID**  Insert SWPTS Application ID |
|  |  |  |
| **STORMWATER CONSTRUCTION PERMIT ID**  Insert Stormwater Construction Permit ID | **SPDES CGP ID**  Insert SPDES CGP ID | **OTHER SPDES PERMIT IDS**  Insert other permit IDs (if applicable) |
|  |  |  |
| **OWNER**  Insert Name of Owner | **DEVELOPER**  Insert Name of Developer Entity | **CONTRACTOR**  Insert Name of Contractor Entity |

**New Tree Planting SMPs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SMP Component Type** | **Inspected SMP Component** | **Date & Time of Certification** | **Name of Qualified Professional** | **Certifies Compliance with Approved SWPPP** [ü] | **General Notes** |
| **SMP ID:** | | | | | |
| Media Layer | Top/Bottom Elevations |  |  |  |  |
| Dimensions (LxWxD) |  |  |  |  |
| Surface Grading | FG Elevations |  |  |  |  |
| Ponding Depth |  |  |  |  |
| Contributing area routed to tree pit1 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper2 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements3 |  |  |  |  |
| **SMP ID:** | | | | | |
| Media Layer | Top/Bottom Elevations |  |  |  |  |
| Dimensions (LxWxD) |  |  |  |  |
| Surface Grading | FG Elevations |  |  |  |  |
| Ponding Depth |  |  |  |  |
| Contributing area routed to tree pit1 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper2 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements3 |  |  |  |  |
| **SMP ID:** | | | | | |
| Media Layer | Top/Bottom Elevations |  |  |  |  |
| Dimensions (LxWxD) |  |  |  |  |
| Surface Grading | FG Elevations |  |  |  |  |
| Ponding Depth |  |  |  |  |
| Contributing area routed to tree pit1 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper2 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements3 |  |  |  |  |

*[Duplicate table rows as needed]*

1. *Contributing area’s finished surface must be graded towards the new tree planting to ensure runoff capture.*
2. *New tree plantings must be minimum 2-inch caliper for deciduous trees (NYS DEC Stormwater Management Design Manual Section 5.3.3). Refer to the project specific SMP cross-sections, plans, and/or profiles for the caliper proposed for each new tree planting.*
3. *Maximum horizontal separation from contributing impervious area is 10-ft from new tree planting (NYS DEC Stormwater Management Design Manual Section 5.3.3).*

**Preserved Tree Planting SMPs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SMP Component Type** | **Inspected SMP Component** | **Date & Time of Certification** | **Name of Qualified Professional** | **Certifies Compliance with Approved SWPPP** [ü] | **General Notes** |
| **SMP ID:** | | | | | |
| Surface Grading | Contributing area routed to tree pit4 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper5 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements6 |  |  |  |  |
| **SMP ID:** | | | | | |
| Surface Grading | Contributing area routed to tree pit4 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper5 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements6 |  |  |  |  |
| **SMP ID:** | | | | | |
| Surface Grading | Contributing area routed to tree pit4 |  |  |  |  |
| Tree Type & Size | Tree Species |  |  |  |  |
| Caliper5 |  |  |  |  |
| Impervious Area Reduction | Meets offset requirements6 |  |  |  |  |

*[Duplicate table rows as needed]*

1. *Contributing area’s finished surface must be graded towards the preserved tree planting to ensure runoff capture*
2. *Preserved tree plantings must be minimum 2-inch caliper for deciduous trees (NYS DEC Stormwater Management Design Manual Section 5.3.3).*
3. *Maximum horizontal separation from contributing impervious area is 20-ft from preserved tree canopy (NYS DEC Stormwater Management Design Manual Section 5.3.3).*

By signing the below, you are certifying that all components of the SMP have been installed in accordance with the most recent approved SWPPP design. If multiple Qualified Professionals performed SMP Certification Inspections, additional rows should be added to the table below so all QPs that certified SMP components can complete the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Final QP Certification Signature** | | | | |
| Name of Qualified Professional | Title of Qualified Professional | Qualifying License | Final Certification Signature | Certification Date |
|  |  |  |  |  |

*[Duplicate table rows as needed]*

### Section B. SMP Cross- Sections, Plans, and/or Profiles

**A diagram of a train

Description automatically generated**

[QP Initial]

XX/XX/XX

[QP Initial]

XX/XX/XX

[QP Initial]

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XX/XX/XX

**EXAMPLE TO BE REPLACED WITH PROJECT-SPECIFIC**

**SMP CROSS-SECTIONS, PLANS, AND/OR PROFILES**

[QP Initial]

XX/XX/XX

[QP Initial]

XX/XX/XX

[QP Initial]

XX/XX/XX

[QP Initial]

XX/XX/XX

[QP Initial]

XX/XX/XX

**Section C. SMP Photograph Log**

|  |  |
| --- | --- |
| **SMP Certification Photographs**  *Include digital photographs, with date stamp, that clearly show the condition of all SMP components that have been certified.* | |
| **A white square with a blue border  Description automatically generated** | **A white square with a blue border  Description automatically generated** |
| **SMP Component:**  **Date & Time of Certification:** | **SMP Component:**  **Date & Time of Certification:** |

*[Duplicate table rows as needed]*