

Construction Storm Water Application – Frequently Asked Questions

✚ **My permit statuses says “Expired Coverage”. What does that mean?**

- After the NER210000 permit was issued December 1st, applicants had until May 31st to sign under the new permit to continue coverage. A new DocuSign link was sent to the Certifying Official in the NOI December 1st and again in May. Letters were sent as a reminder as well. If the CO did not sign by June 1st, then those projects were administratively terminated. An email along with the attached letter was sent to the CO and the SWPPP designer on the project. If the project was still active past June 1st, then it would be considered discharging without a permit until the application resubmitted a new NOI along with all of the required documents listed in Part II.B of the NER210000 permit.

✚ **My application status says _____, what does that mean?**

- *NOI Created* = The application was started, but not submitted.
- *NOI – Awaiting Signature* = the project was submitted, and a DocuSign was sent to the Certifying Officials email. They will have to go in and sign the DocuSign in order for the project to be completely submitted for review.
- *NOI DocuSign Expired* = The DocuSign link has expired. We can resend the link.
- *NOI – Waiting for DEQ Review* = The application is now with the Department for review. We have up to a week to review an application, but we usually take 2-3 days for a review.
- *NOI – Waiting for COL Review* = The application is with the City Of Lincoln for review.
- *NOI Approved* = Your project is active.
- *Expired Coverage* = The project never signed under the NER210000 permit to continue coverage, and therefore was administratively terminated in our system.
- *Closed* = The NOT was approved, and the project was closed out.

✚ **What is a CERT?**

- It is an environmental review tool designed for conservation planning. The tool provides conservation information on biological diversity, protected lands, and other natural resources for planning purposes and allows users to submit proposed projects for review of potential impacts to threatened and endangered species. Everyone is required to obtain a CERT review from Game and Parks prior to applying for a NOI, even if the project is within city limits or construction on a previous project/existing building.
- Please go to: cert.outdoornebraska.gov to complete this task

✚ **The Certifying Official is no longer with the project, can I have (NAME) sign it?**

- If the Certifying Official has changed for any reason, you will need to go through the transfer process:
 - Submit a NOI with the new Certifying Official, citing the old CSW number when prompted to in the application,
 - Submit a memo to the Specialist reviewing the permit stating why the permit is transferring,
 - After the new NOI is approved, the Specialist will send the memo to file and void on the old permit number,
 - The Permittee is then free to submit the NOT with the new CO's signature via DocuSign.

✚ **How long does it take to get an NOI application reviewed?**

- The Department has 10 days to review the application, but we typically review them within 2-3 business days, depending on the number of submittals.
- If a Game and Parks review is needed, that can take up to 30 days to complete.

✚ **Can I modify the application after it is approved?**

- We can only update the username, SWPPP Designer contact information, and end date of a project.
- If you are needing to alter the acres being disturbed, you will need to send a memo to the Specialist stating that the acres have changed and submit a new NOI to obtain coverage for the new total acres being disturbed. Please check your CERT and make sure that expansion is covered. If not, you will need to obtain a new CERT. The Specialist will then send the memo to file and void out the old CSW project once the new one is approved and active. It is your responsibility to have all of the updated SWPPP/CERT/CSW number onsite.

✚ **Can our consultant group use one username?**

- The NDEE has no requirements for usernames. Consultant groups can use one username for all construction projects, but one project can only be under one username.
- Note: Please make sure that when you are ready to submit an NOI that no other projects are open under the username. If two projects are open when one is submitted, the two will combine and our IT Specialist will have to detangle them.

✚ **My Certifying Official did not get the DocuSign email, can we send/email/mail a physical copy with a wet signature?**

- No – We are only going to accept signatures via DocuSign. We will not accept “wet signatures” or PDF versions of the NOI. We can resend the DocuSign email as many times as it takes for the Certifying Official to receive it.
- We can change the DocuSign link to another email option for the CO, but we cannot send the DocuSign to anyone else. Since it is considered a legal document, it has to go to the CO for signature.

- ✚ **The consultant is no longer with the project, can we move it to a new username?**
 - We can move the project to a new or different username.
 - Send the Specialist the updated contact information for the SWPPP Designer, as we contact them for any questions about the permit first.

- ✚ **I received an email about my project being past its end date, what do I do?**
 - You will either have to go into the application to submit the NOT if the project has reached final stabilization, or we can change the end date of the project.

- ✚ **What does the DocuSign link look like?**
 - Below is an example of what the Certifying Official will receive via email when the NOI is submitted. Clicking “Review Document” will take them to a new tab where they can review the NOI and sign. They do not need to create an account or log into DocuSign to sing the document. Once they hit “complete”, the NOI will then come to the Department for review. Please have the CO sign the NOI electronically. We will not accept “wet signatures” or PDF versions of the DocuSign.

