

# Guidance for completing DEEP Stormwater Registration Form in ezFile

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EzFile isn't so easy! (A common statement)

The guidance contained in this document is intended to provide designers with an outline of the ezFile process, answer frequent questions, give many useful tips and help avoid common problems, when filling out a DEEP Stormwater registration in ezFile. EzFile has many “glitches” and after many submissions, we are aware of the majority of them – they are highlighted and explained with their solutions in this document.

This guidance provides step by step navigation through ezFile and covers:

- Initiating the form
- How to assign the appropriate role types for State Design and Consultant Design Projects
- Providing registrant and site information
- Information about the required attachments
- Registration certification by the Design Professional and QPE
- How to submit the form through the District Engineer.

The information in this guidance will be updated/revised as procedures change, different questions are asked and more helpful tips are discovered. It is highly recommended that designers read through this guidance when registering a CTDOT stormwater permit through ezFile. It is also imperative that designers utilize the latest Stormwater Pollution Control Template located on the Department's Environmental Planning webpage at: Environmental Planning, Permitting & Compliance ([SWPCP Template](#))

Please forward questions, inquiries, or suggestions regarding registering Stormwater permits through ezFile to the following contacts:

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# Getting Started: How to create a new Stormwater Registration from in ezFile

1) To get started, select "Stormwater" from the "New e-Filings: option on left menu and then select "Construction (SWC)".

The person that creates the e-Filing will have the role of Filer.

(See page 6 for more details)

**ezFile eFiling System**  
My Home/Filings

Welcome to your home page  
Below is the dashboard for your filing activity. Select an open filing or [start a new filing](#).

Filter open filings by type:  Search Filing ID:

**Open Filings**

Edit	Type	ID	Application ID	Status	Info
No matching records found					

Showing 0 to 0 of 0 entries (filtered from 2 total entries)

Search Filing ID:

**Managed Filings**

Type	ID	Permit ID	Start Date	End Date	Status	Info
No filings found						

## Overview Tab

2) Use an address, zip code or coordinates to find the Project Site.

**Overview** Form Info Attach Submit Pay

Let's begin a new registration for the General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities, effective Oct. 1, 2011.

We will guide you through submitting the form.

Locate your site on the map. To zoom in on the map, enter a site zip code or use the map scale. If the site is an existing construction project with an already designated permit number, you can search using that number. DO NOT ENTER the prefix "GSN" when entering a permit number into the search box. For any permitted DEEP site, more information will be provided on the following page once the site is selected. If this is a new stormwater construction site, add a new marker to the map by selecting the new point of your site. When done, select "Next" to continue.

Search by: ☒ Address ☐ Coordinates

**DEEP existing sites**

**Stormwater Construction Site**

**Other DEEP Regulated Site**

Click on the map to place a marker or select an existing location from the map

Click "Next"

3) Click "Create Filling".

**Verify Site Data**

Please review the data associated with the site you have selected. If the address or site name is not correct, select the help icon for further instructions.

Once a filing has been created, you will not be able to modify the site data.

Site Id: TBD

Site Name: ?

Street Address: 515 Deming Rd

City: Berlin

Zip: 06037-

State: Connecticut

Application Mode: ☒ New

Click "Create Filling" to continue

Create Filling Cancel

Stormwater Construction Site  
Other DEEP Regulated Site

Next

Note:  
ezFile will delete the Filling if the Filling is not submitted within 18 months after it was created.

**Let's complete the SWC registration**

We will guide you through filling out the filing. Select next to continue.

Your Filing Number is **75781** please note this for future reference.

**Filing Messages**

Subject	Type	ID	Date
No messages found			

Showing 0 to 0 of 0 entries

**Roles**

Role Type	Name	Delete	Email
Filer	Alejandro Brito		<input checked="" type="checkbox"/>

+ Add

Click here to add roles. Only accounts with assigned roles can see the project in ezfile

Please keep this clicked for anybody that should receive notification that the project was submitted and/or approved

Next

5) Please add all roles listed in the link below:

[Roles and Filing Information](#)

**Note:**

For quality control, the Department discourages the preparer and the design professional being the same person.

The screenshot shows the 'Add user to role' dialog box in the SWC registration system. The dialog box has a title bar 'Add user to role' and a close button. The main text reads: 'Select the role and enter the user name for the individual that you are assigning to that role. (The individual must have already registered on the ezFile system and provided you with their user name.)'. There are two input fields: 'Role:' with a dropdown menu showing 'Filer' selected, and 'Username:' with a text input field. Below these fields are 'Add' and 'Cancel' buttons. A red arrow points from the 'Filer' dropdown to a yellow box labeled 'Select a role type'. Another red arrow points from the 'Username' field to a yellow box labeled 'Enter the Username of the person you are adding and click "Add"'. The background shows the 'Overview' tab of the registration process, with a table of roles and a 'Next' button at the bottom right.

Role	ID	Date
Filer	Alejandro Brito	

## Role Types:

**Filer** - The person that creates the filling. For Consultant Design Projects, the Filer can act as the Preparer or the Design Professional but, as stated previously, the Preparer and the Design Professional should not be the same person.

**Preparer** - The person that prepares the Stormwater Form and Pollution Control Plan.

**Sign Only** - The District Engineer. They will digitally sign the registration and formally submit the registration to DEEP.

**Reviewer** - Any person that needs access the filling who is not assigned to any other role.

**Design Professional** - The person reviewing the Pollution Control Plan. This person must have a PE license and certify the Pollution Control Plan.

**Reviewing Qualified Professional** - This person is the QPE and must certify that the Stormwater Pollution Control Plan is adequate to assure that the activity authorized under this general permit will comply with the terms and conditions of such general permit. Note: If the project has more than 15 acres of disturbance, the QPE cannot work for the same firm as the Preparer/Filer.

## Filling out ezFile Form Information

6) On the Form Info tab, Fill out the following sections:

- Registrant Information
- Site
- Discharges
- Pollution Control Plan

The Design Professional will fill out the "Design Professional Signature" section.

The QPE will fill out the "Reviewing Qualified Professional" section (the section will become available after filling out the "Site" section).

The screenshot displays the 'Form Info' tab of the ezFile application. The navigation bar at the top includes 'Overview', 'Form Info' (highlighted), 'Attach', 'Submit', and 'Pay'. The main content area lists five sections, each with an icon, a title, a description, an 'Edit' button, and a pencil icon. A yellow callout box with an arrow points to the pencil icons, stating: 'Each section will get a green check when completed'. A red rectangle highlights the pencil icons for the 'Registrant Information', 'Site', 'Discharges', and 'Pollution Control Plan' sections. At the bottom, there is a 'Note' box, a 'Save and Exit' button, and 'Back' and 'Done' buttons.

Section	Description	Edit	Completion Icon
<b>Registrant Information</b>	The contact for the registration	Edit	Pencil icon
<b>Site</b>	The Site information	Edit	Pencil icon
<b>Discharges</b>	The discharges information	Edit	Pencil icon
<b>Pollution Control Plan</b>	The pollution control plan information	Edit	Pencil icon
<b>Design Professional Signature</b>	Signature from the design professional.	Edit	Pencil icon

**Note:** You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Buttons: Back, Done, Save and Exit

**Note:**  
ezFile will time out if inactive for 10-15 minutes.  
Save periodically to avoid losing information.

# Registrant Information



# Registrant Information

1) Select "Registrant" from the table and click the "Add" button in the second section.

**eFiling System**  
My Home > Stormwater - Construction > Registrant Information > Affiliation List

Overview Form Info Attach Submit Pay

**Who is associated with this registration?** ?

Identify the companies or individuals responsible for the registration.

**Affiliations** (companies or individuals responsible for the registration)

1. Select a row.

Affiliation	Name	Mailing Address	City/Town	Complete
Registrant				No
Billing Contact				No
Primary Contact				No
Property Owner				No
Preparer				No
Design Professional				No

2. Select to add or edit **Add** [Which ones are required?](#)

3. Add contact information for consultant(s): **Add**

4. Remove optional developers, consultants or contractors: **Delete**

5. View Summary for selected Affiliation: **View Summary**

**Note:** To add or edit information in the table, select a row. Once a row is selected and turns blue, select the "Add" button to add information, or the "Edit" button to edit information that already appears on the table.

Back Step 1.1 of 1.1 Affiliation List Done

2) Search for "STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION", select it and click "Next".

**eFiling System**  
My Home > Stormwater - Construction > Registrant Information > Select Registrant

Overview Form Info Attach Submit Pay

**Who is the Registrant?** ?

Search for an existing (or add a new) company or individual.

Find an existing company or individual

1. Search using KEYWORDS ONLY:  **Search**

The results may be limited if the search is too specific

2. Choose a company or individual by selecting the row, then select NEXT.

Select One	Name
Select	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION

OR

Add a new company or individual

Can't find the company or individual you are looking for? Select the "Add New" button.

**Add New**

Back Step 1.1.1 of 1.1.4 Select Registrant Next

**Note:**  
The District Engineer cannot sign the stormwater permit form if the registrant says anything other than "STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION".

3) Search and select the District Construction Office address corresponding to your project. Click "Next".

See Table 1 on next page for list of addresses for each District Construction Office.

eFiling System

My Home > Stormwater - Construction > Registrant Information > Select Registrant Address

Overview

Form Info

Attach

Submit

Pay

What is the address?

Select an existing (or add a new) address for the Registrant.

Use an existing address from DEEP's records

Select the applicable row.

Select One	Address	Address 2	City	State	Zip
Select	100 LEIBERT RD	CT CONNECTICUT TRANSIT	HARTFORD	CT	06120
Select	1107 CROMWELL AVE	DISTRICT 1 ADMIN OFFICE	ROCKY HILL	CT	06067
Select	111 N Frontage Rd		Mansfield Center	CT	06250
Select	140 POND LILY AVE	BUREAU OF ENGINEERING & HIGHWAY OPERATIONS	NEW HAVEN	CT	06515

OR

Add a new address

If the address was not found above, select the Add New button

Click "Next"

Add New

Back

Step 1.1.2 of 1.1.2 | Select Registrant Address

Next

4) Search and select the District Construction Office phone number corresponding to your project. and click "Next".

See Table 1 on next page for list of phone numbers for each District Construction Office.

eFiling System

My Home > Stormwater - Construction > Registrant Information

Overview

Form Info

Attach

Submit

Pay

What is the phone number?

Select an existing (or add a new) phone number for Registrant.

Use an existing phone number from DEEP's records

Select the applicable row.

Select One	Business Phone	Ext
Select	(203) 258-4601	
Select	(203) 264-8010	
Select	(203) 265-6741	
Select	(203) 265-6748	
Select	(203) 389-3008	

OR

Add a new phone number

If a phone number was not found above, select the Add New button.

Click "Next"

Add New

Back

Step 1.1.3 of 1.1.4 | Select Registrant Phone

Next

5) Search and select the Construction District Engineer corresponding to your project. Click "Next".

See Table 2 below for list of District Engineer for each District Construction Office.

**eFiling System**  
My Home > Stormwater - Construction > Registrant Information > Select Registrant Contact Person

Overview Form Info Attach Submit Pay

**Who is the contact person?**

Select an existing (or add a new) contact person for the Registrant.

Use an existing contact person from DEEP's records

Select the applicable row

Select One	Name	Title	Email	Phone	Ext
Select	Domenic LaRosa	District III Engineer	domenic.larosa@ct.gov		
Select	Donald Ward	District Engineer	Donald.Ward@ct.gov	(860) 258-4604	
Select	Donald Ward	District Engineer	Donald.Ward@ct.gov	(860) 258-4603	
Select	Donald Ward	District Engineer	Donald.Ward@ct.gov		
Select	EDGAR T HURLE			(860) 594-2005	
Select	EDGAR T. HURLE			(86) 054-3404	

OR

Add a new contact person

If the contact person was not found above, select the Add New button

Click "Next"

Back Step 1.1.4 of 1.1.4 | Select Registrant Contact Person Next

Office	Address	Address 2	City	State	Zip Code	Phone
District 1	1107 Cromwell Avenue	District 1 - Construction	Rocky Hill	CT	06067	(860) 258-4601
District 2	117 Salem Turnpike	District 2 - Construction	Norwich	CT	06360	(860) 823-3204
District 3	140 Pond Lily Avenue	District 3 - Construction	New Haven	CT	06515	(203) 389-3100
District 4	359 South Main Street	District 4 - Construction	Thomaston	CT	06787	(203) 591-3574
District 5	4 Brewery Street	District 5 - Construction	New Haven	CT	06511	(203) 401-5160

Table 1 - District Construction Office Information

Contact Person	Contact Title	Email	Contact Phone
Donald L. Ward, P.E.	District 1 Engineer	<a href="mailto:Donald.Ward@ct.gov">Donald.Ward@ct.gov</a>	(860) 258-4601
Eileen Ego, P.E.	District 2 Engineer	<a href="mailto:Eileen.Ego@ct.gov">Eileen.Ego@ct.gov</a>	(860) 823-3204
Domenic LaRosa, P.E.	District 3 Engineer	<a href="mailto:Domenic.LaRosa@ct.gov">Domenic.LaRosa@ct.gov</a>	(203) 389-3100
John R. Lee, P.E.	District 4 Engineer	<a href="mailto:John.Lee@ct.gov">John.Lee@ct.gov</a>	(203) 591-3574
Michael Mendick, P.E., CCM	District 5 Engineer	<a href="mailto:Michael.Mendick@ct.gov">Michael.Mendick@ct.gov</a>	(203) 401-5160

Table 2 - District Engineer Office Information

6) Select "Billing Contact" from the table and click the "Same as Registrant" button. This will copy all the information previously entered for the "Registrant".

Overview Form Info Attach Submit Pay

**Who is associated with this registration?**  
Identify the companies or individuals responsible for the registration.

**Affiliations** (companies or individuals responsible for the registration)

1. Select a row.

Affiliation	Name	Mailing Address	City/Town	Complete
Registrant	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Billing Contact				No
Primary Contact				No
Property Owner				No
Preparer				No
Design Professional				No

2. Select to add or edit [Which ones are required?](#) **Add**

3. Add contact information for consultant(s): **Add**

4. Remove optional developers, consultants or contractors: **Delete**

5. View Summary for selected Affiliation: **View Summary**

Or

**Copy the Registrant to this Affiliation**  
If the Billing Contact is the same company or individual as the Registrant you can press the Same as Registrant button.

**Same as Registrant**

**Note:** To add or edit information in the table, select a row. Once a row is selected and turns blue, select the "Add" button to add information, or the "Edit" button to edit information that already appears on the table.

Back Step 1.1 of 1.1 | Affiliation List Done

7) Repeat Step 6 for the "Primary Contact" and Property Owner" to copy all the information from the "Registrant".

**Affiliations** (companies or individuals responsible for the registration)

1. Select a row.

Affiliation	Name	Mailing Address	City/Town	Complete
Registrant	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Billing Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Primary Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Property Owner	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Preparer				No
Design Professional				No

2. Select to add or edit [Which ones are required?](#) **Edit**

3. Add contact information for consultant(s): **Add**

4. Remove optional developers, consultants or contractors: **Delete**

5. View Summary for selected Affiliation: **View Summary**

Or

**Copy the Registrant to this Affiliation**  
If the Property Owner is the same company or individual as the Registrant you can press the Same as Registrant button.

**Same as Registrant**

**Note:** To add or edit information in the table, select a row. Once a row is selected and turns blue, select the "Add" button to add information, or the "Edit" button to edit information that already appears on the table.

Back Step 1.1 of 1.1 | Affiliation List Done



8) Select "Preparer" from the table and click the "Add" button in the second section.

**Note:**

For State Design, the Preparer info can be alternatively filled out by selecting "Preparer", clicking the "Same as Registrant" button to copy the information from the "Registrant", and clicking the "Edit" button in the second section.

**Affiliations** (companies or individuals responsible for the registration)

1. Select a row.

Affiliation	Name	Mailing Address	City/Town	Complete
Registrant	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Billing Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Primary Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Property Owner	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Preparer	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	2800 BERLIN TPKE	NEWINGTON	Yes
Design Professional				

2. Select to add or edit Add / Edit [Which ones are required?](#)

3. Add contact information for consultant(s): Add

4. Remove optional developers, consultants or contractors: Delete

5. View Summary for selected Affiliation: View Summary

Or

**Copy the Registrant to this Affiliation**

If the Preparer is the same company or individual as the Registrant you can press the Same as Registrant button.

Same as Registrant

**Note:** To add or edit information in the table, select a row. Once a row is selected and turns blue, select the "Add" button to add information, or the "Edit" button to edit information that already appears on the table.

Back Step 1.1 of 1.1 | Affiliation List Done

9) Enter the preparer company information.

For State Design:

Search for "STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION", select it and click "Next".

For Consultant Design:

Search for your company name, select it and click "Next". If your company is not available, click "Add New" and enter the information for your company.

**Overview** **Form Info** **Attach** **Submit** **Pay**

**Who is the Preparer?**

Search for an existing (or add a new) company or individual.

Find an existing company or individual

1. Search using KEYWORDS ONLY:  Search

The results may be limited if the search is too specific

2. Choose a company or individual by selecting the row, then select NEXT.

Select One	Name
<span>Select</span>	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION

OR

Add a new company or individual

Can't find the company or individual you are looking for? Select the "Add New" button.

Add New

**Note:** New companies added might appear at the bottom of the list. Recommend sorting the list by clicking "Name" on the table.

(Once a company is added it will be in the system and should not be added again to avoid duplicates).

Back Step 1.1.1 of 1.1.4 | Select Preparer Next

10) Select the address.

For State Design search the address “2800 Berlin Turnpike” and click “Next”  
See table 3 below.

For Consultant Design search your company's address.

**What is the address?**  
Select an existing (or add a new) address for the Preparer.

Use an existing address from DEEP's records  
Select the applicable row.

Select One	Address	Address 2	City	State	Zip
Select	2800 BERLIN TPKE	BUREAU OF ENGINEERING & CONSTRUCTION	NEWINGTON	CT	06111
Select	2800 BERLIN TPKE		NEWINGTON	CT	06111
Select	280 BERLIN TPKE		NEWINGTON	CT	06111
Select	280 WEST ST		ROCKY HILL	CT	06067
Select	2725 MAIN ST		STRATFORD	CT	06615

OR

Add a new address  
If the address was not found above, select the Add New button.

**Add New**

Back Step 1.1.2 of 1.1.2 | Select Preparer Address Next

Office	Address	Address 2	City	State	Zip Code	Phone
HQ	2800 Berlin Turnpike	Bureau of Eng. & Const.	Newington	CT	06111	(860) 594-XXXX

Table 3 - Preparer Information for State Design

11) Select the Project Engineer contact number from the list of business phone numbers. If you do not find their phone number click the “Add New” button and add the phone number.

Note:  
New numbers added might appear at the bottom of the list. Recommend always sorting the "Business Phone numbers" to find the phone number easier.

(Once a number is added it will be in the system and should not be added again to avoid duplicates).

**What is the phone number?**  
Select an existing (or add a new) phone number for Preparer.

Use an existing phone number from DEEP's records  
Select the applicable row.

Select One	Business Phone	Ext
Select	(860) 594-3291	
Select	(860) 594-3299	
Select	(860) 594-3300	
Select	(860) 594-3303	
Select	(860) 594-3304	

OR

Add a new phone number  
If a phone number was not found above, select the Add New button.

**Add New**

Back Step 1.1.3 of 1.1.4 | Select Preparer Phone Next

12) For the contact person, select the Project Engineer from the list. If you do not find the contact info click the “Add New” button and add the information.

Note:  
New contact info added might appear at the bottom of the list. Recommend always sorting by name to find the contact information easier.

(Once a contact information is added it will be in the system and should not be added again to avoid duplicates).

Overview Form Info Attach Submit Pay

### Who is the contact person?

Select an existing (or add a new) contact person for the Preparer.

Use an existing contact person from DEEP's records

Select the applicable row

Select One	Name	Title	Email	Phone	Ext
Select	Daniel Smachetti		David.Hartley@ct.gov	(860) 594-2222	
Select	DANIEL WATSON			(860) 594-3285	
Select	DAVID C. COCO			(860) 566-4599	
Select	DAVID HARMS		DAVID.HARMS@CT.GOV		
Select	DAVID HARMS		DAVID.HARMS@CT.GOV	(860) 594-3274	

OR

Add a new contact person

If the contact person was not found above, select the Add New button

Add New

Back Step 1.1.4 of 1.1.4 | Select Preparer Contact Person Next

13) Select “Design Professional” from the table and click the “add” button in the second section.

### Affiliations (companies or individuals responsible for the registration)

1. Select a row:

Affiliation	Name	Mailing Address	City/Town	Complete
Registrant	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Billing Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Primary Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Property Owner	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Preparer	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	2800 BERLIN TPKE	NEWINGTON	Yes
Design Professional				

2. Select to add or edit

Add

3. Add contact information for consultant(s):

Add

4. Remove optional developers, consultants or contractors:

Delete

5. View Summary for selected Affiliation:

View Summary

Note: To add or edit information in the table, select a row. Once a row is selected and turns blue, select the "Add" button to add information, or the "Edit" button to edit information that already appears on the table.

Back Step 1.1 of 1.1 | Affiliation List Done

13) Enter the Design Professional information.

For State Design:  
Search for "BL COMPANIES, INC.". There will be three selections. Select the first choice and click "Next".

For Consultant Design:  
Search for the Design Professional's company name. If the company is not available, click "Add New" and enter the information for your company.

Overview Form Info Attach Submit Pay

**Who is the Design Professional?**

Search for an existing (or add a new) company or individual.

Find an existing company or individual

1. Search using KEYWORDS ONLY:  Search

The results may be limited if the search is too specific

2. Choose a company or individual by selecting the row, then select NEXT.

Select One	Name
Select	BL COMPANIES, INC.
Select	BL COMPANIES, INC.
Select	BL COMPANIES, INC.

OR

Add a new company or individual

Can't find the company or individual you are looking for? Select the "Add New" button.

Add New

Back Step 1.1.1 of 1.1.4 | Select Design Professional Next

14) Select the address.

For State Design:  
select "100 CONSTITUTION PLZ 10TH FL". If the list of selection does not include this address, click the "Back" button to return back to step 13 and select one of the other options for "BL COMPANIES, INC."

For Consultant Design:  
select the Design Professional's company address. If the company address is not available, click "Add New" and enter the information for the company.

Overview Form Info Attach Submit Pay

**What is the address?**

Select an existing (or add a new) address for the Design Professional.

Use an existing address from DEEP's records

Select the applicable row.

Select One	Address	Address 2	City	State	Zip
Select	100 CONSTITUTION PLZ, 10TH FL		HARTFORD	CT	06103
Select	150 TRUMBULL ST, 6TH FL		HARTFORD	CT	06103
Select	2601 Market Pl	Suite 260	Harrisburg	PA	17110
Select	355 RESEARCH PKWY		MERIDEN	CT	06450

OR

Add a new address

If the address was not found

Add New

Back Step 1.1.2 of 1.1.2 | Select Design Professional Address Next

For State Design:  
If the address is not available, DO NOT ADD NEW.  
Click "Back" to return back to step 13 and one of the other "BL COMPANIES, INC." options



15) Select the Design Professional

For State Design:  
Select the highlighted “David Cicia, PE....” and click "Next". See Table 4 below

For Consultant Design:  
Select the person assigned the role of Design Professional. If the person is not available, click "Add New" and enter the information for that person.

OverviewForm InfoAttachSubmitPay

Who is the contact person?  
Select an existing (or add a new) contact person for the Design Professional.  
Use an existing contact person from DEEP's records  
Select the applicable row

Select One	Name	Title	Email	Phone	Ext
Select	David Cicia		om	(000) 249-2200	1302
Select	David Cicia		dcicia@blcompanies.c om	(860) 249-2200	
Select	David Cicia		dcicia@blcompanies.c om		
Select	David Cicia, PE	Principal Engineer	dcicia@blcompanies.c om	(860)249-2200	
Select	David Cicia, PE	Principal Engineer	dcicia@blcompanies.c om	(860) 760-1930	
Select		Principal	dcicia@blcompanies.c		

OR

Add a new contact person  
If the contact person was not found above, select the Add New button

Add New

BackStep 1.1.4 of 1.1.4 | Select Design Professional Contact PersonNext

Name	Title	Email	Phone	EXT
David Cicia, PE	Principal Engineer	dcicia@blcompanies.com	(860)249-2200	

Table 4 - Design Professional Contact Info for State Design

16) Click "Done"

Who is associated with this registration?  
Identify the companies or individuals responsible for the registration.  
Affiliations (companies or individuals responsible for the registration)  
1. Select a row.

Affiliation	Name	Mailing Address	City/Town	Complete
Registrant	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Billing Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Primary Contact	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Property Owner	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	1107 CROMWELL AVE	ROCKY HILL	Yes
Preparer	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	2800 BERLIN TPKE	NEWINGTON	Yes
Design Professional	BL COMPANIES, INC.	100 CONSTITUTION PLZ, 10TH FL	HARTFORD	Yes

2. Select to add or editEditWhich ones are required?

3. Add contact information for consultant(s):Add

4. Remove optional developers, consultants or contractors:Delete

5. View Summary for selected Affiliation:View Summary

Note: To add or edit information in the table, select a row. Once a row is selected and turns blue, select the "Add" button to add information, or the "Edit" button to edit information that already appears on the table.











BackStep 1.1 of 1.1 | Affiliation ListDone

18) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.

**eFiling System**  
My Home > Stormwater - Construction

[Click here to save all edits](#) → [Save As Draft](#)

Overview > **Form Info** > Attach > Submit > Pay

	<b>Registrant Information</b> The contact for the registration	<a href="#">Edit</a>	
	<b>Site</b> The Site information	<a href="#">Edit</a>	
	<b>Discharges</b> The discharges information	<a href="#">Edit</a>	
	<b>Pollution Control Plan</b> The pollution control plan information	<a href="#">Edit</a>	
	<b>Design Professional Signature</b> Signature from the design professional.	<a href="#">Edit</a>	

Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

[Click here to save all edits and exit](#) → [Save and Exit](#)

[Back](#) [Done](#)

# Site

# Site

1) Enter Site Information:  
You must enter the project number on the 'name of site' line. This allows for the Department to identify the filing. Enter the additional site details

2) Outline the 'site'

Ezfile is somewhat confusing about drawing “site” polygons. The header on the page says, “Outline your Site on the Map”. (The DEEP Storm Water permit has a specific definition for “Site”, however, **ezFile doesn't want that!**)

Your polygons should outline the “Area of Disturbance associated with the Site”. This is what ezFile wants: polygons showing disturbed areas, but not for the reasons that you might think. Your polygon(s) are being used for 2 purposes:

1. Primarily to check the NDDDB database to see if your polygon is in an NDDDB “blob” area.
2. Secondly to double check the area that you calculated and which will be manually input for “Amount of Disturbed Area”.

## Note:

The DOT Stormwater Template requests that all Department SWPCP's include Disturbed Erodible Area plans. Since they are your design plans (with highlighted areas), they will be much more accurate/informative for identifying Disturbed Erodible Areas than any polygon sketch. Consider the polygon an approximate area and to be within 10% of the amount totaled on the design plans.

FYI, The polygons that you carefully input appear to have no other purpose and are generally not able to be found again.

Site



Suggested Procedure for drawing the polygon to save designers a lot of extra unnecessary work:

Draw a rough polygon with a minimal number of vertexes that extend to the longitudinal limits of your project (for NDDDB purposes). This may be difficult for some of us engineers, but do not spend hours/days trying to depict all your cut/fill slopes, in and out of driveways, and straining to get your polygons perfect on Google Maps.

When you have rough polygons, check the area. Adjust some sides with a few vertexes until the area is **within 10%** of your calculated disturbed area. You are done – good enough.

3) The polygon area is automatically calculated. The value should be within 10% of the disturbed soil area.

To modified the polygon:

- Click on the dark gray vertex to move the lines
- Click on the light gray vertex and move to add new vertexes
- Right click on the dark gray vertexes to delete it

The screenshot shows a web interface with tabs: Overview, Form Info (selected), Attach, Submit, and Pay. Below the tabs is the heading 'Outline your site on the map' and a sub-instruction: 'Click on the map to start outlining the area of construction. Once complete, click next.' The main area is an aerial map with a red dashed line forming a polygon around a road area. The polygon is labeled '1.63 acres'. A red arrow points to a dark gray vertex on the polygon. On the right side of the map, there are controls for 'Aerial' (checked), 'Erase Selected', and a question mark icon. At the bottom, there is a 'Note: Outline the area of soil disturbance associated with this site on the map. Use one or more polygons to identify the area.' and buttons for 'Back' and 'Next'.

Do not spend too much time drawing polygon(s) going in and out of driveways, like the image above.

Instead, draw the polygon(s) extending to the longitudinal limits of the project with minimal vertexes, like the image below.

Note:  
Pay attention to the 15 acre threshold. If you are near 15 acres of disturbed area, both input and polygon numbers need to be on the same side of 15 acres. If your polygons total above 15 acres, ezFile includes two additional Qualified Professional (QPE) requirements.

The screenshot shows the same web interface as the previous one, but with a different polygon shape. The polygon is now labeled '1.51 acres'. The red arrow points to a dark gray vertex on the polygon. The 'Aerial' checkbox is still checked, and the 'Erase Selected' button is visible. The 'Note' at the bottom is the same. The 'Back' and 'Next' buttons are also present. At the bottom of the interface, it says 'Step 2.2 of 2.7 | Site Map'.

4) Complete the additional information about the site:

Important: All State DOT projects are **Locally Approvable**.

Click "Next".

**Note:**

If the disturbed soil is 15 acres or greater, the polygon must also be at least 15 acres in order for the QPE to sign.

Overview Form Info Attach Submit Pay

**Provide more information about the site**

Details about the industrial activity are on this page.

Is the activity on the site part of mining operations? ☐ Yes ☒ No \*

Does all the stormwater discharge to a combined or sanitary sewer? ☐ Yes ☒ No \*

Brief description of const. activity

Please enter the amount of disturbed soil for the project. (Based on the drawing you made, it should be about 1.51 acres) 1.63 acres

Project Start Date 11/10/2021

Estimated Project End Date 11/30/2021

Normal Working Hours 9 - 5

Is the property subject to a conservation or preservation restriction? ☐ Yes ☒ No \*

Is the project locally approved? ☒ Locally Approvable Project ☐ Locally Exempt Project

Important: All DOT Projects should be "Locally Approvable Project"

Back Step 2.3 of 2.5 | Site Activity Information Click "Next" Next

5) In order to submit this registration, the activity must be in accordance with CT erosion and sediment control guidelines. Therefore, first question must check "yes".

Overview Form Info Attach Submit Pay

**Provide more information on the proposed activity.**

Verify consistency with erosion & sediment control guidelines and historic/ archaeological review.

Is the activity in accordance with CT Guidelines for Soil Erosion and Sediment Control and local erosion & sediment control ordinances? ☒ Yes ☐ No

Has the site been reviewed (using the process outlined in Appendix G of this permit) for historic and/or archaeological resources? ☒ Yes ☐ No \*

The review indicates the proposed site does not have the potential for historic/ archaeological resources. ☒ Yes ☐ No \*

Back Step 2.4 of 2.5 | More Site Activity Information Next

\*Answer these questions and depending on your answer other permits or more information might be required

6) Review the information and click "Next".

If your polygon is within a NDDB shaded area, ezFile will ask for the NDDB number

Note:  
If your polygon is within a NDDB shaded area, ezFile will ask for the NDDB number.

Overview Form Info Attach Submit Pay

**Natural Resource Summary for the site**

The summary below is based on your outline of the area of disturbance.

On Federally recognized Indian Lands?	No	✓
In a Coastal Boundary?	No	✓
In an area of endangered, threatened or special concern species?	No	✓
Please Enter the NDDB number	XXXXXX	
In an aquifer protection area?	No	✓
In a watershed of a designated Wild and Scenic River?	No	✓

**Note:** Because this site is within or near a NDDB shaded area, you must complete and attach the Endangered Species Determination Form with this registration. If you obtained a 1 year or Safe Harbor Determination from the Department's Wildlife Division, even if your site is not within or close to a NDDB shaded area, complete and attach the Endangered Species Determination Form with your registration

Back Step 2.5 of 2.5 | Natural Resource Summary Next

Click "Next"

Enter the NDDB number

17) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.

eFiling System

My Home > Stormwater - Construction

Click here to save all edits

Save As Draft

Overview Form Info Attach Submit Pay

	<b>Registrant Information</b> The contact for the registration	Edit	✓
	<b>Site</b> The Site information	Edit	✓
	<b>Discharges</b> The discharges information	Edit	
	<b>Pollution Control Plan</b> The pollution control plan information	Edit	
	<b>Design Professional Signature</b> Signature from the design professional.	Edit	
	<b>Reviewing Professional Signature</b> Signature from a reviewing qualified professional.	Edit	

**Note:** You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

This section is added after selecting "Locally Approvable Project" under the "Site" section

Click here to save all edits and exit

Save and Exit

Back Done

# Discharges



## Discharges

1) Click the "Add" button to enter an outfall.

Overview

Form Info

Attach

Submit

Pay

### Identify the discharges associated with this activity.

After you've identified the first discharge, you will have the option to add more discharges.

Number	Type	Other Desc	Latitude	Longitude	Impervious Before	Impervious After	Impaired	Complete	Discontinued
There are no submissions.									

- To add one or more discharges, select the add button to identify each discharge.

OR

- To edit existing discharges, highlight the applicable row and select the edit button.

Click to "Add" to add an outfall

Add

Edit

2) Locate the general area on the map of the outfall.

Overview

Form Info

Attach

Submit

Pay

### What is the location of the discharge?

Click the spot on the map where the discharge is located.

+

-

☒ Aerial



Note: If you know the latitude and longitude of a discharge, click in the general area on this map and enter the exact latitude-longitude location on the next page.

Back

Step 3.1.1 of 3.1.4 | Discharge Map

Next

3) Fill out general information on the location of the outfall and the date they become active.

Overview Form Info Attach Submit Pay

**What is the location of the discharge?**

Enter the details for this discharge.

Latitude of the discharge 41.641655

Longitude of the discharge -72.730157

What method was used to obtain your latitude and longitude information?

☒ ezFile Portal Map

☐ CT ECO

☐ GPS

☐ Other

For temporary and permanent discharges, please provide the date the discharge will start being active.

For temporary discharges, please provide a date the discharge will cease being active.

For temporary discharge, enter the approximate date the discharge will cease being active

Enter the approximate dates the discharge will start being active

Click "Next"

Back Step 3.1.2 of 3.1.4 | Discharge Location Next

4) Enter the discharge number. To be consistent, label the outfalls with the naming convention PO # for proposed outfalls, EO # for existing outfalls and TO# for temporary outfalls throughout the registration and on the drainage plans. The tables and the plan sheets shall be consistent in the labeling of outfalls.

Overview Form Info Attach Submit Pay

**Please provide information on the discharge.**

These screens provide details on the discharge.

What is the discharge number? EO #1

Select the type of the conveyance for this discharge?

☒ Pipe

☐ Swale

☐ Other

What is the Pipe Material?

☐ Concrete

☐ Metal

☐ Clay

☐ Plastic

☐ Other

For pipes only, select the pipe material

What is the size of the pipe?

select a pipe size

To what system or receiving water does your stormwater runoff discharge?

☐ Storm Sewer System or Wetlands

☐ Waterbody

Back Step 3.1.3 of 3.1.4 | Discharge Details Next

5) For stormwater runoff discharge into a waterbody, select the receiving waterbody.

Overview Form Info Attach Submit Pay

**What waterbody does the discharge go to?**

Use the map to identify the discharge's receiving waterbody.

☒ Aerial

Select the waterbody receiving discharge

Deming Rd

Deming Rd

100

Back Step 3.1.3.1 of 3.1.3.1 Waterbody Map Next

Tuning off "Aerial" view could make it easier to identify the waterbody

Overview Form Info Attach Submit Pay

**What waterbody does the discharge go to?**

Use the map to identify the discharge's receiving waterbody.

☐ Aerial

Deming Rd

Deming Rd

100

Back Step 3.1.3.1 of 3.1.3.1 Waterbody Map Next

6) Enter the "Effective Impervious Area" before and after construction.

Overview Form Info Attach Submit Pay

**Provide information on this discharge.**

Please answer these final questions about this discharge.

What is the Effective Impervious Area before construction for this discharge?  Square Feet

What is the Effective Impervious Area after construction for this discharge?  Square Feet

Back Step 3.1.4 of 3.1.4 | Discharge Receiving Waters Done

7) Click "Done".

Overview Form Info Attach Submit Pay

**Please review the following details for discharge TO #1.**

Select the pencil to correct that section, or Done to save.

Step 3.1.1 of 3.1.4 | Discharge Map: ✓

Step 3.1.2 of 3.1.4 | Discharge Location: ✓

Step 3.1.3 of 3.1.4 | Discharge Details: ✓

Step 3.1.4 of 3.1.4 | Discharge Receiving Waters: ✓

Click "Done"

Back Summary | Discharge Done



8) Add any other outfall or modify existing entries.

Continue with outfalls until done.

Overview **Form Info** Attach Submit Pay

**Identify the discharges associated with this activity.**

After you've identified the first discharge, you will have the option to add more discharges.

Number	Type	Other Desc	Latitude	Longitude	Impervious Before	Impervious After	Impaired	Complete	Discontinued
EO #1	Pipe		41.641655	-72.730157				No	No
TO #1	Pipe		41.641685	-72.730974	174100	174240		Yes	No
PO #1	Pipe		41.641685	-72.730974	173980	174114		Yes	No

1. To add one or more discharges, select the add button to identify each discharge.

OR

2. To edit existing discharges, highlight the applicable row and select the edit button.

The total effective impervious area for the site is:

Before	After
348080	348354

Step 3.1 of 3.2 | Discharges

Back Click "Next" after adding all outfalls Next

9) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.

eFiling System

My Home > Stormwater - Construction

Click here to save all edits Save As Draft

Overview **Form Info** Attach Submit Pay

**Registrant Information**  
The contact for the registration Edit ✓

**Site**  
The Site information Edit ✓

**Discharges**  
The discharges information Edit ✓

**Pollution Control Plan**  
The pollution control plan information Edit ✎

**Design Professional Signature**  
Signature from the design professional. Edit ✎

**Reviewing Professional Signature**  
Signature from a reviewing qualified professional. Edit ✎

**Note:** You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Click here to save all edits and exit Save and Exit

Back Done

# Pollution Control Plan

# Pollution Control Plan

1) Provide a copy of the Pollution Control Plan electronically.

-For Attachment, you will be required to upload the attachment in the attachment section of the filing (limited to one attachment, max. 50 MB).

- For URL, please provide a Internet address and the email of the person responsible for maintaining the electronic plan if different from the primary contact.

Overview Form Info Attach Submit Pay

**Is the Pollution Control Plan electronically available?**

Please provide details about accessing the pollution control plan

Is the Pollution Control Plan electronically accessible for public review? ☒ Yes ☐ No

Will the plan be made available via a URL, or by uploading as an attachment to your registration? ☐ URL ☒ Attachment

**Note:**  
For Attachment, you will be required to upload the attachment under the 'Attach' tab which is explained in the following section.

Attachments are limited to 50 MB. ezFile will appear to allow more than one attachment, but the District Engineer will not be allowed to sign.

Click "Done"

Step 4.1 of 4.1 | Pollution Control Plan

Back Done

2) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.

eFiling System

My Home > Stormwater - Construction

Click here to save all edits

Save As Draft

Overview Form Info Attach Submit Pay

**Registrant Information**  
The contact for the registration

**Site**  
The Site information

**Discharges**  
The discharges information

**Pollution Control Plan**  
The pollution control plan information

**Design Professional Signature**  
Signature from the design professional.

**Reviewing Professional Signature**  
Signature from a reviewing qualified professional.

**Note:** You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Click here to save all edits and exit

Save and Exit

Back Done

\*Answer these questions and depending on your answer other permits or more information might be required

# Adding Attachment(s)



# Adding Attachment(s)

1) Click the "Done" button to proceed to add attachments.

**Note:**

Attachment can be added in prior to completing the "Form Info" section.

**eFiling System**  
My Home > Stormwater - Construction

Overview Form Info Attach Submit Pay

**Registrant Information**  
The contact for the registration  
Edit ✓

**Site**  
The Site information  
Edit ✓

**Discharges**  
The discharges information  
Edit ✓

**Pollution Control Plan**  
The pollution control plan information  
Edit ✓

**Design Professional Signature**  
Signature from the design professional.  
Edit ✎

**Reviewing Professional Signature**  
Signature from a reviewing qualified professional.  
Edit ✎

**Note:** You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Save and Exit

Click "Done"

Back Done

2) Click the "Add Attachment" button to add the Pollution Control Plan if an URL link was not provided.

Once the Pollution Control Plan is added. Click the "Back" button to go back to the "Form Info" section and hit save.

**Note:**

Attachment(s) can be added at anytime in ezFile.

Overview Form Info Attach Submit Pay

**Attach Documents to Your Form**  
Here you will have a chance to attach documents to your Form

**Attachments**

File Name	Attachment Type	Size	Private
Project XXXX-XXXX			
Stormwater Pollution Control Plan.pdf	Pollution Control Plan	784.78 KB	No

Click here and add the Pollution Control Plan

Add Attachment

**Note:** For Attachment Type Pollution Control Plan, the attachment is limited to 50 MB and ezFile will appear to allow more than one attachment, but the District Engineer will not be allowed to sign if there's multiple Pollution Control Plans.

Back Click "Back" Next

# Department Review of Registration Form and SWPCP

# Department Review of Registration Form and SWPCP

Although the review outlined below is not specifically required by DEEP ezFile, it is required by the Department for quality control (see Construction Stormwater Bulletin and Stormwater Process Maps.)

Prior to District Engineer signoff, a Department review of the ezFile registration form, the SWPCP, and any other ezFile attachments must take place.

For all Projects, request for review should be sent to:

**Alejandro.Brito@ct.gov**

TE3, EPC Unit

(FYI, EPC will also coordinate the QPE review and certification for State Design Projects.)

Note: if required to assign the review in the Compass S&T, please assign to Alejandro Brito.

And CCs should be sent to:

cc: **DOT-EPC@ct.gov**

cc: **Andrew.Piraneo@ct.gov**

Transportation Supervising Planner

Office of Environmental Planning - ERC Unit

cc: the appropriate District Engineer:

Donald L. Ward, P.E.	District 1 Engineer	<a href="mailto:Donald.Ward@ct.gov">Donald.Ward@ct.gov</a>	(860) 258-4601
Eileen Ego, P.E.	District 2 Engineer	<a href="mailto:Eileen.Ego@ct.gov">Eileen.Ego@ct.gov</a>	(860) 823-3204
Domenic LaRosa, P.E.	District 3 Engineer	<a href="mailto:Domenic.LaRosa@ct.gov">Domenic.LaRosa@ct.gov</a>	(203) 389-3100
John R. Lee, P.E.	District 4 Engineer	<a href="mailto:John.Lee@ct.gov">John.Lee@ct.gov</a>	(203) 591-3574
Michael Mendick, P.E., CCM	District 5 Engineer	<a href="mailto:Michael.Mendick@ct.gov">Michael.Mendick@ct.gov</a>	(203) 401-5160

**Please include the ezFile number with all review request and correspondence.**

# Design Professional Signature

# Design Professional Signature

1) When the filing is complete, and after it has been through the review process, the Design Professional will enter their P.E. license number and sign once they agree with the Stormwater application and pollution control plans. For State Design this would be BL Companies.....

## Important Note:

Any edits to the filing will delete the signature! Therefore, the filing should not be edited after signature. If the filing is edited the signature will be removed.

The screenshot shows the 'Design Professional Signature' page in the eFiling System. The page has a navigation bar with tabs: Overview, Form Info, Attach, Submit, and Pay. The main heading is 'Please sign off on the document'. Below this, it says 'Use our e-signature tool to sign off on the document.' The form contains the following information:

- BL COMPANIES, INC.
- 100 CONSTITUTION PLZ, 10TH FL
- HARTFORD, CT 06103-1703
- (860) 249-2200
- David Cicia, PE, Principal Engineer
- dcicia@blcompanies.com
- (860)249-2200
- License

Below the contact information is a text area with a scroll bar containing a certification statement. A yellow box labeled 'Design Professional P.E. License' points to the license number field. A yellow box labeled 'Check off this box' points to the checkbox labeled 'I agree to the statement above'. A yellow box labeled 'Click "Sign"' points to the 'Sign' button. A yellow box labeled 'Click "Done"' points to the 'Done' button. At the bottom, there is a 'Back' button and a 'Done' button. The page number 'Step 5.1 of 5.1 | Design Professional Certification' is displayed.

2) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.

The screenshot shows the 'Form Info' tab in the eFiling System. The page has a navigation bar with tabs: Overview, Form Info, Attach, Submit, and Pay. The main heading is 'eFiling System'. Below this, it says 'My Home > Stormwater - Construction'. The page contains a table with the following information:

Section	Icon	Edit	Status
Registrant Information	Person icon	Edit	Complete (Green Check)
Site	Location pin icon	Edit	Complete (Green Check)
Discharges	Water drop icon	Edit	Complete (Green Check)
Pollution Control Plan	Document icon	Edit	Complete (Green Check)
Design Professional Signature	Signature icon	Edit	Complete (Green Check)
Reviewing Professional Signature	Signature icon	Edit	In Progress (Pencil icon)

Below the table is a note: 'Note: You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.' A yellow box labeled 'Click here to save all edits' points to the 'Save As Draft' button. Another yellow box labeled 'Click here to save all edits and exit' points to the 'Save and Exit' button. At the bottom, there is a 'Back' button and a 'Done' button.

# Reviewing Professional Signature (QPE)

# Reviewing Professional Signature - ie. Qualified Professional Engineer (QPE)

1) The QPE shall fill out this section.

The QPE should be an Independent Qualified Professional on the Department's QPE List.

Please contact EPC for any question regarding the list.

## Note:

If the project disturbed soil is 15 acres or greater, the QPE must work for a different company than the company associated with the preparation, planning, designing or engineering of the soil erosion and sediment control plan or stormwater pollution control plan.

Overview Form Info Attach Submit Pay

**Reviewing Qualified Professional Certification**

Is the professional a conservation district reviewer, or an independent professional?

Who conducted a review of the plan?

☐ Conservation District Reviewer

☒ Independent Qualified Professional

Click "Next"

Back Step 6.1 of 6.2 | Reviewing Qualified Professional Certification Next

2) Search for your company name. There may be multiple selections based on past ezfile use. Select the best choice and click "Next".

If your company is not available, click "Add New" and enter the information for your company.

## Note:

New companies added might appear at the bottom of the list. Recommend sorting the list by clicking "Name" on the table.

(Once a company is added it will be in the system and should not be added again to avoid duplicates).

Overview Form Info Attach Submit Pay

**Who is the Reviewing Qualified Professional?**

Search for an existing (or add a new) company or individual.

Find an existing company or individual

1. Search using KEYWORDS ONLY:

COMPANIES Search

The results may be limited if the search is too specific

2. Choose a company or individual by selecting the row, then select NEXT.

Select One	Name
Select	BL COMPANIES, INC.
Select	BLT COMPANIES
Select	CAPITAL GROUP COMPANIES/CAPITAL GUARDIAN TRUST COMPANY
Select	CARPENTER COMPANIES

OR

Add a new company or individual

Can't find the company or individual you are looking for? Select the "Add New" button.

Add New

Click here if your company needs to be added to the system

Click "Next"

Back Step 1.1.1 of 1.1.4 | Select Reviewing Qualified Professional Next

3) Select the address.

**What is the address?**

Select an existing (or add a new) address for the Reviewing Qualified Professional.

Use an existing address from DEEP's records

Select the applicable row.

Select One	Address	Address 2	City	State	Zip
Select	355 Research Pkwy		Meriden	CT	06450

OR

**Select the business address**

Add a new address

If the address was not found above, select the Add New button

Add New

Click "Next"

Back Step 1.1.2 of 1.1.2 | Select Reviewing Qualified Professional Address Next

4) Select the Business Phone Number.

**What is the phone number?**

Select an existing (or add a new) phone number for Reviewing Qualified Professional.

Use an existing phone number from DEEP's records

Select the applicable row.

Select One	Business Phone	Ext
Select	(203) 630-1406	

OR

**Select the business phone number**

Add a new phone number

If a phone number was not found above, select the Add New button.

Add New

Click "Next"

Back Step 1.1.3 of 1.1.4 | Select Reviewing Qualified Professional Phone Next



5) Select the person assigned the role of QPE.

**Who is the contact person?**

Select an existing (or add a new) contact person for the Reviewing Qualified Professional.

Use an existing contact person from DEEP's records

Select the applicable row:

Select One	Name	Title	Email	Phone	Ext
Select	Michael Fisher, P.E.	Senior Project Manager	mfisher@blcompanies.com		
Select	Michael Fisher, P.E.	Senior Project Manager	mfisher@blcompanies.com	(203) 630-1406	

OR

Add a new contact person

If the contact person was not found above, select the Add New button

Add New

Click "Next"

Back Step 1.1.4 of 1.1.4 | Select Reviewing Qualified Professional Contact Person Next

6) Confirm the information is correct.

Overview Form Info Attach Submit Pay

**Please review the following details for the Reviewing Qualified Professional.**

Select the pencil to correct that section, or Done to save.

Step 1.1.1 of 1.1.4   Select Reviewing Qualified Professional:	✓	BL COMPANIES, INC.
Step 1.1.2 of 1.1.4   Select Reviewing Qualified Professional Address:	✓	355 Research Pkwy
Step 1.1.3 of 1.1.4   Select Reviewing Qualified Professional Business Phone:	✓	Meriden, CT 06450-7100
Step 1.1.4 of 1.1.4   Select Reviewing Qualified Professional Contact Person:	✓	(203) 630-1406
		Michael Fisher, P.E., Senior Project Manager
		Email: mfisher@blcompanies.com
		Phone: (203) 630-1406

Click "Done"

Back Summary | Reviewing Qualified Professional Done

7) The QPE should only sign once they agree with the stormwater pollution control plans.

**Note:**

The filling should not be edited after any signatures are applied. If the filling is edited, the signature(s) will be deleted and the filing will require ressignature.

Overview Form Info Attach Submit Pay

**Please sign off on the document**

Use our e-signature tool to sign off on the document.

BL COMPANIES, INC.,  
355 Research Pkwy  
Meriden, CT 06450-7100  
(203) 630-1408  
Michael Fisher, P.E., Senior Project Manager  
Email: mfisher@blcompanies.com  
Phone: (203) 630-1408  
License 0017294

Enter P.E. license

I verify I am not an employee of the registrant. ☒ Yes

I verify I have no ownership interest of any kind in the project for which the registration is being submitted. ☒ Yes

I verify I did not engage in any activities associated with the preparation, planning, designing or engineering of the soil erosion and sediment control plan or stormwater management systems plan for this registrant. ☒ Yes

I verify I am not under the same employ as any person associated with the preparation, planning, designing or engineering of the soil erosion and sediment control plan or stormwater management systems plan for this registrant. ☒ Yes

Check off these boxes

These questions are only for disturbed soil of 15 acres or greater. Check off these boxes

\*I hereby certify that I am a qualified professional engineer or qualified soil erosion and sediment control professional, or both, as defined in the General Permit for Discharge of Stormwater and Dewatering Wastewaters from Construction Activities and as further specified in sections 3(b)(11)(A) and (B) of such general permit. I am making this certification in connection with a registration under such general permit, submitted to the commissioner by STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION for an activity located at CT-000 (Street Name) Project description City or Town Name, CT. I have personally examined and am familiar with the information that provides the basis for this certification, including but not limited to all information described in Section 3(b)(11) (C) of such general permit, and I certify, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining such information,

Check off this box ☒ I agree to the statement above

When you select the "sign" button, your user account and a time and date stamp will be applied to the document. Click "Sign"

You signature will show as:

Sign

Click "Done"







Back Step 6.2 of 6.2 | Reviewing Qualified Professional Signature Done

8) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.

**eFiling System**  
My Home > Stormwater - Construction

Click here to save all edits → Save As Draft

Overview Form Info Attach Submit Pay

	<b>Registrant Information</b> The contact for the registration	Edit	✓
	<b>Site</b> The Site information	Edit	✓
	<b>Discharges</b> The discharges information	Edit	✓
	<b>Pollution Control Plan</b> The pollution control plan information	Edit	✓
	<b>Design Professional Signature</b> Signature from the design professional.	Edit	✓
	<b>Reviewing Professional Signature</b> Signature from a reviewing qualified professional.	Edit	✓

**Note:** You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Click here to save all edits and exit → Save and Exit

Back Done

## Signature by District Engineer

For the Stormwater permit to be submitted to DEEP through ezFile, the appropriate Department District Engineer (DE) will need to supply the final signoff in ezFile. Each DE has been delegated the authority to sign by the Commissioner and has a Subscriber Agreement registered with DEEP.

When the Filer/Preparer feels that the Stormwater permit is ready for the DE to sign, he/she will send an email to:

1. The DOT-EPC mailbox, and
2. The OEP staff who reviewed the permit.

OEP/EPC will verify that:

- All review comments have been addressed
- The Qualified Professional (QPE) is on the approved QPE List (maintained for DEEP)
- ezFile is ready for the DE to sign (attachments are correct and has all green checks)

With the above complete, OEP/EPC will notify the District Engineer that the ezFile application is ready to be signed and will assist the DE if any issues arise.

Please note: even though an application appears to be fully ready to be signed, final signature may be obstructed for any number of possible reasons. OEP/EPC staff are experienced and prepared to deal with these issues if the procedures outlined in this guidance have been followed.