

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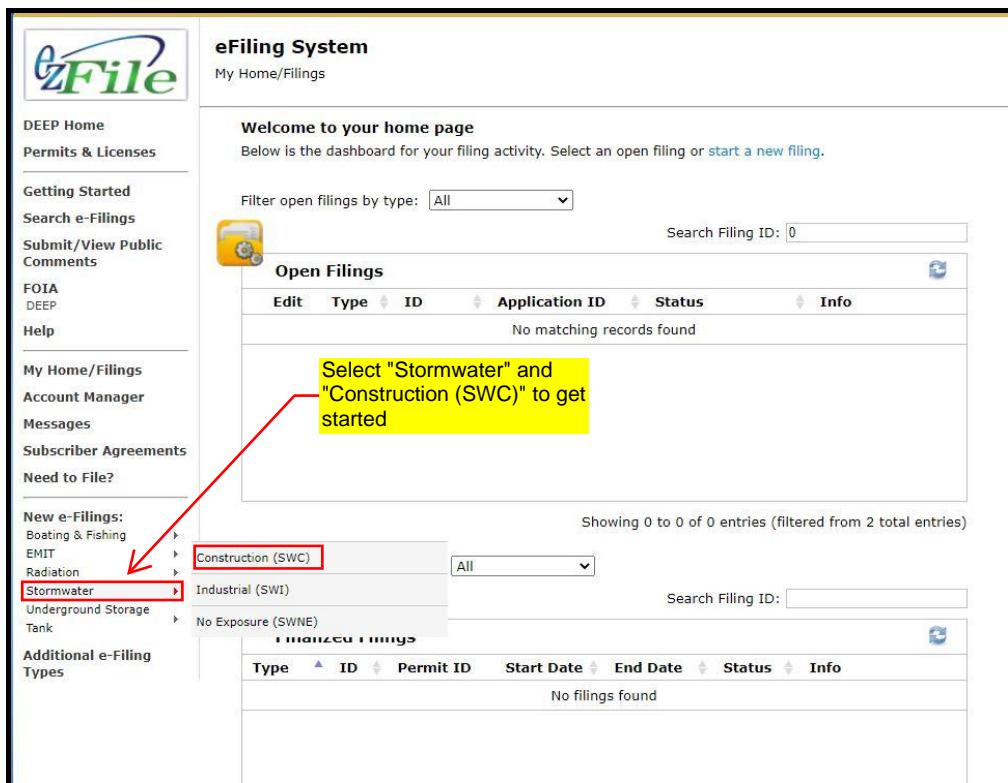
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Getting Started: How to create a new Stormwater Registration from in ezFile

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

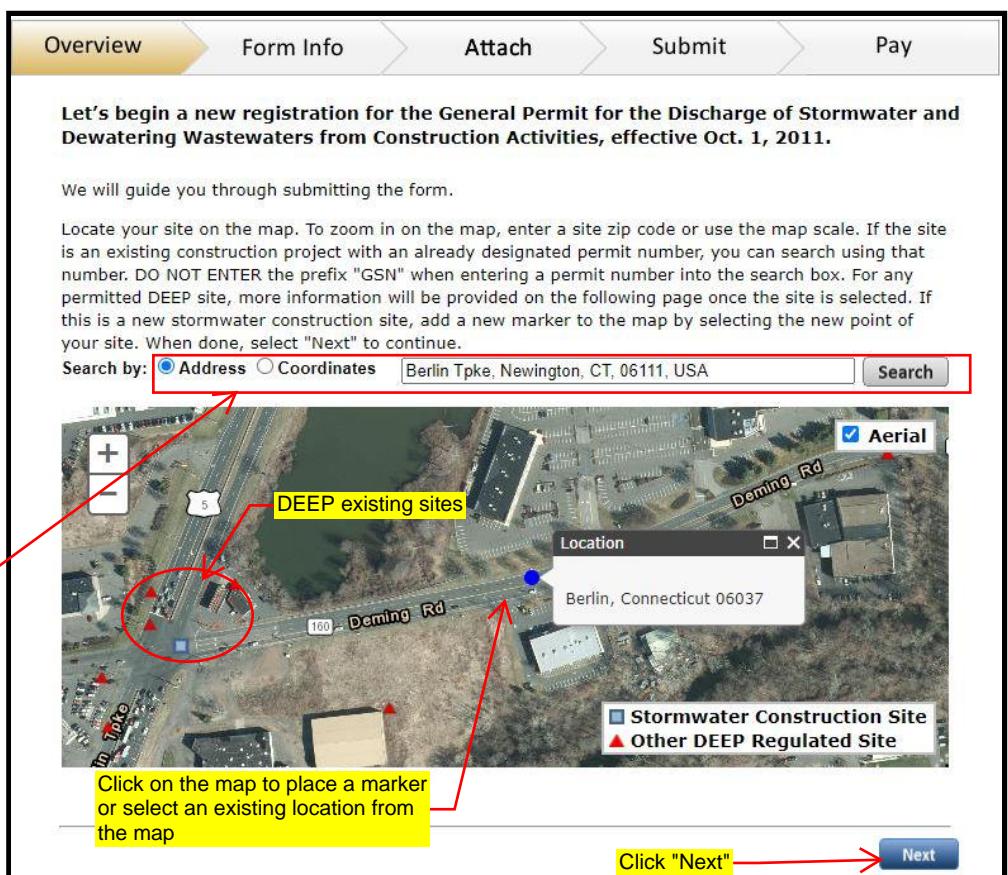
The person that creates the e-Filing will be have the role of Filer.

(See page 6 for more details)



Overview Tab

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



3) Click "Create Filing".

Overview Form Info Attach Submit Pay

Let's begin the Stormwater and DEEP Filing process.

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:

Search by:

Street Address: 515 Deming Rd

City: Berlin

Zip: 06037-

State: Connecticut

Application Mode: New

Click "Create Filing" to continue



Next

Note:

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

Overview Form Info Attach Submit Pay

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"/>

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

Add

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.

Let's complete the SWC registration
We will guide you through filling out the filing. Select next to continue.

Your Filing

Add user to role

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.)

Role: Filer

Username:

Role Type: Filer

Enter the Username of the person you are adding and click "Add"

Add Cancel

Showing 0 to 0 of 0 entries

ID Date

Delete Email

Add

Next

Role Types:

Filer - The person that creates the filing. 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 filing 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).

Each section will get a green check when completed

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

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

Back Done

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** *Click "Add" to enter information*

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”.

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

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.

Search “STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION”

Find an existing company or individual

1. Search using KEYWORDS ONLY: **STATE OF CONNECTICUT DEPARTMENT OF TR** *The results may be limited if the search is too specific* **Search**

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

Next

Step 1.1.1 of 1.1.4 | Select Registrant

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

Click on any header to sort by ascending or descending order

OR

Search and select the District Construction Office address corresponding to your project.

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

Click "Next"

Step 1.1.2 of 1.1.2 | Select Registrant Address

Back 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	

Click on "Business Phone" to sort by ascending or descending order

OR

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

Search and select the District Construction Office phone number corresponding to your project.

Click "Next"

Step 1.1.3 of 1.1.4 | Select Registrant Phone

Back 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			(860) 054-3404	

Search and select the District Engineer corresponding to your project.

OR

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

Click "Next" 

Step 1.1.4 of 1.1.4 | Select Registrant Contact Person

Back **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	Donald.Ward@ct.gov	(860) 258-4601
Eileen Ego, P.E.	District 2 Engineer	Eileen.Ego@ct.gov	(860) 823-3204
Domenic LaRosa, P.E.	District 3 Engineer	Domenic.Larosa@ct.gov	(203) 389-3100
John R. Lee, P.E.	District 4 Engineer	John.Lee@ct.gov	(203) 591-3574
Michael Mendick, P.E., CCM	District 5 Engineer	Michael.Mendick@ct.gov	(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 [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](#)

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.

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 [Edit](#) [Which ones are required?](#)

3. Add contact information for consultant(s): [Add](#) [Repeat step 6 for "Primary Contact" and "Property Owner"](#)

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.

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 Same as Registrant as Registrant button.

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: STATE OF CONNECTICUT DEPARTMENT OF TR The results may be limited if the search is too specific Search

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

Select One Name
Select STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION

OR Select and click next

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

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.

Overview Form Info Attach Submit Pay [?](#)

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	DESIGN	NEWINGTON	CT	06111
Select	2800 BERLIN TPKE		NEWINGTON	CT	06111
Select	2800 BERLIN TPKE	BUREAU OF ENGINEERING & CONSTRUCTION	NEWINGTON	CT	06111
Select	280 WEST ST		ROCKY HILL	CT	06067
Select	2725 MAIN ST		STRATFORD	CT	06615

Select and click "Next"

OR

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

Add New

Step 1.1.2 of 1.1.2 | Select Preparer Address

[Back](#) [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).

Overview Form Info Attach Submit Pay [?](#)

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	

Click on "Business Phone" to sort by ascending or descending order

Select your contact number and click "Next"

OR

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

Add New

Step 1.1.3 of 1.1.4 | Select Preparer Phone

[Back](#) [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.

Click on "Name" to sort by ascending or descending order

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

Select your contact number and click "Next"

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

Add New

Step 1.1.4 of 1.1.4 | Select Preparer Contact Person 

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  Select and click "Add"  Which ones are required?

3. Add contact information for consultant(s): 

4. Remove optional developers, consultants or contractors: 

5. View Summary for selected Affiliation: 

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.

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:

BL COMPANIES, INC.

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

Step 1.1.1 of 1.1.4 | Select Design Professional

Back

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.

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 a

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

Step 1.1.2 of 1.1.2 | Select Design Professional Address

Back

Next

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.

Overview Form Info Attach Submit Pay ?

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		dcicia@blcompanies.com	(860) 249-2200	
Select	David Cicia		dcicia@blcompanies.com		
Select	David Cicia, PE	Principal Engineer	dcicia@blcompanies.com	(860) 249-2200	
Select	David Cicia, PE	Principal Engineer	dcicia@blcompanies.com	(860) 760-1930	

OR Select and click "Next"

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

Step 1.1.4 of 1.1.4 | Select Design Professional Contact Person Next

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 edit 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

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.

Step 1.1 of 1.1 | Affiliation List Done

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 

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.		

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 

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

Overview Form Info Attach Submit Pay

Enter the site information
Please verify the information below is complete.

What is the name of the site?
Project XXXX-XXXX

What is the street address?
CT-000 (Street Name)

Or... What is the site description?
Project description

City/Town?
City or Town Name

State?
CT

Zip code?
00000

Enter the project number

Enter the street name or Project description

Click "Next"

Step 2.1 of 2.7 | Site Details

Back Next

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 NDDB database to see if your polygon is in an NDDB "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.

Overview Form Info Attach Submit Pay

Outline your site on the map
Click on the map to start outlining the area of construction. Once complete, click next.

Aerial

Note: Outline the area of soil disturbance associated with this site on the map. Use one or more polygons to identify the area.

Step 2.2 of 2.7 | Site Map

Back Next

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 NDBD 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.

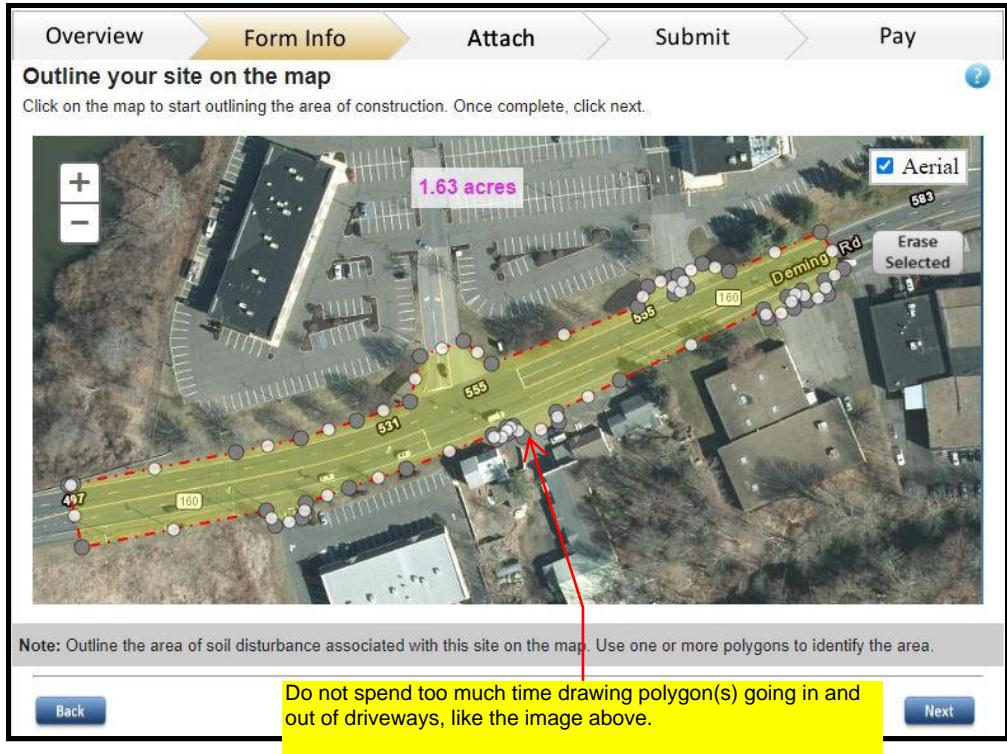
3) The polygon area is automatically calculated. The value should be within 10% of the disturbed soil area.

To modified the polygon:

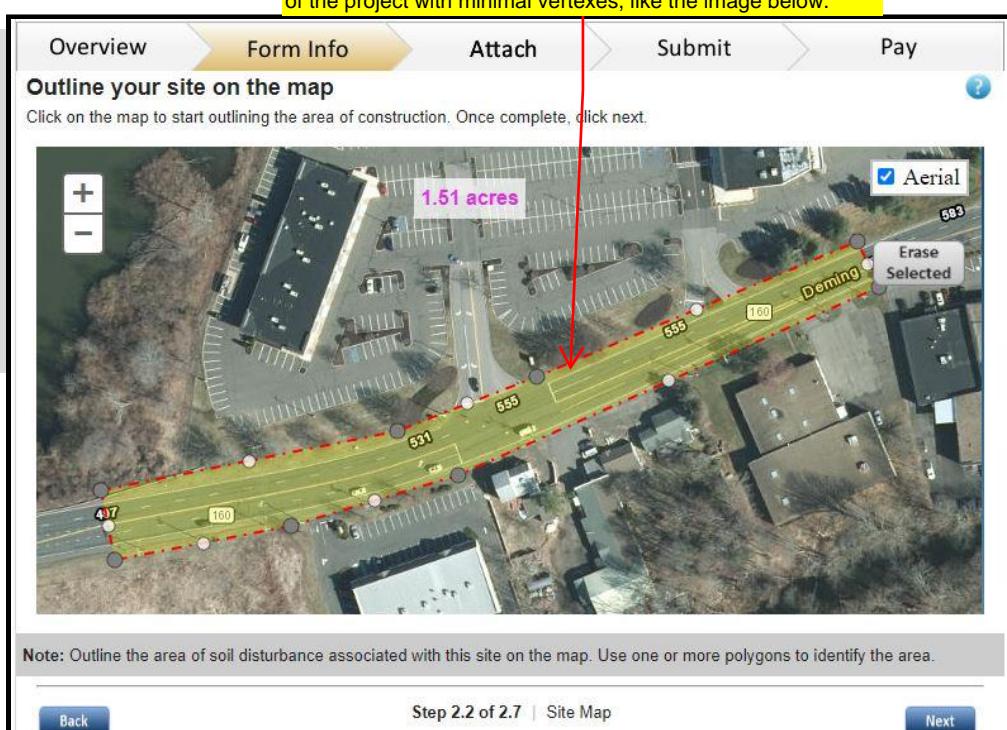
-Click on the dark gray vertex to move the lines

-Click on the light gray vertex and move to add new vertexes

-Right click on the dark gray vertexes to delete it



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.



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 *

Provided brief description of the project construction activities

Enter the disturbed soil from design plans. The polygon should be within 10% of the disturbed soil. activity

Please enter the amount of disturbed soil for the project. (Based on the drawing you made, it should be about 0.51 acres) 1.63 acres

Project Start Date 11/10/2021

Estimated Project End Date 11/30/2021

Normal Working Hours 9 - 5 a.g. 9 AM a.g. 5 PM

Enter start and end date of the project and normal working hours

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"

Step 2.3 of 2.5 | Site Activity Information **Click "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 *

Step 2.4 of 2.5 | More Site Activity Information

*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

Click "Next"

Back Step 2.5 of 2.5 | Natural Resource Summary Next

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

	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.

This section is added after selecting "Locally Applicable 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.

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

OR

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

Click to "Add" to add an outfall

Step 3.1 of 3.2 | Discharges

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.



Click on the location of the outfall. An "x" will be placed at that location

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.

Step 3.1.1 of 3.1.4 | Discharge Map

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.
 Click "Next" →

For temporary discharges, please provide a date the discharge will cease being active.
 Enter the approximate dates the discharge will start being active

Step 3.1.2 of 3.1.4 | Discharge Location

Back 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 → Enter the discharge number:
 Pipe
 Swale
 Other
 Use PO # for proposed outfalls
 Use EO # for existing outfalls
 Use TO # for temporary outfalls

Select the type of the conveyance for this discharge?

What is the Pipe Material?
 For pipes only, select the pipe material →
 Concrete
 Metal
 Clay
 Plastic
 Other
 select a pipe size →

What is the size of the pipe?
 To what system or receiving water does your stormwater runoff discharge?
 Storm Sewer System or Wetlands
 Waterbody

Step 3.1.3 of 3.1.4 | Discharge Details

Back 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.



Select the waterbody receiving discharge

Aerial

Step 3.1.3.1 of 3.1.3.1 | Waterbody Map

Back 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

Step 3.1.3.1 of 3.1.3.1 | Waterbody Map

Back 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. **Add**

OR

Click "Add" to add additional outfalls

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

To edit an existing entry, select an outfall and click "Edit" **Edit**

Before After
The total effective impervious area for the site is: 348080 348354

Step 3.1 of 3.2 | Discharges **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 *

Provided a copy of the Pollution Control Plan via URL or as an attachment

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.

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

Click "Done"

Step 4.1 of 4.1 | Pollution Control Plan

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

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

*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 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 "Done" Save and Exit

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 Delete

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	Donald.Ward@ct.gov	(860) 258-4601
Eileen Ego, P.E.	District 2 Engineer	Eileen.Ego@ct.gov	(860) 823-3204
Domenic LaRosa, P.E.	District 3 Engineer	Domenic.LaRosa@ct.gov	(203) 389-3100
John R. Lee, P.E.	District 4 Engineer	John.Lee@ct.gov	(203) 591-3574
Michael Mendick, P.E., CCM	District 5 Engineer	Michael.Mendick@ct.gov	(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 filling should not be edited after signature. If the filling is edited the signature will be removed.

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.
100 CONSTITUTION PLZ, 10TH FL

HARTFORD, CT 06103-1703

Design Professional P.E. License

(860) 249-2200
David Cicia, PE, Principal Engineer
dcicia@blcompanies.com
(860)249-2200
License

Stormwater Pollution Control Plan has been prepared in accordance with the Connecticut Guidelines for Soil Erosion and Sediment Control, as amended, the Stormwater Quality Manual, as amended, and the conditions of the general permit, and that the controls required for such Plan are appropriate for the site. I further certify, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining such information, that the information upon which this certification is based is true, accurate and complete to the best of my knowledge and belief. I also understand that knowingly making any false statement in this certification may subject me to sanction by the Department and/or be punishable as a criminal offense, including the possibility of fine and imprisonment, under section 53a-157b of the Connecticut General Statutes and any other applicable law.

I agree to the statement above

Check off this box

Sign

Click "Sign"

Click "Done"

Step 5.1 of 5.1 | Design Professional Certification

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

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 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

Step 6.1 of 6.2 | Reviewing Qualified Professional Certification

Back 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

Select the Company Name

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"

Step 1.1.1 of 1.1.4 | Select Reviewing Qualified Professional

Back Next

3) Select the address.

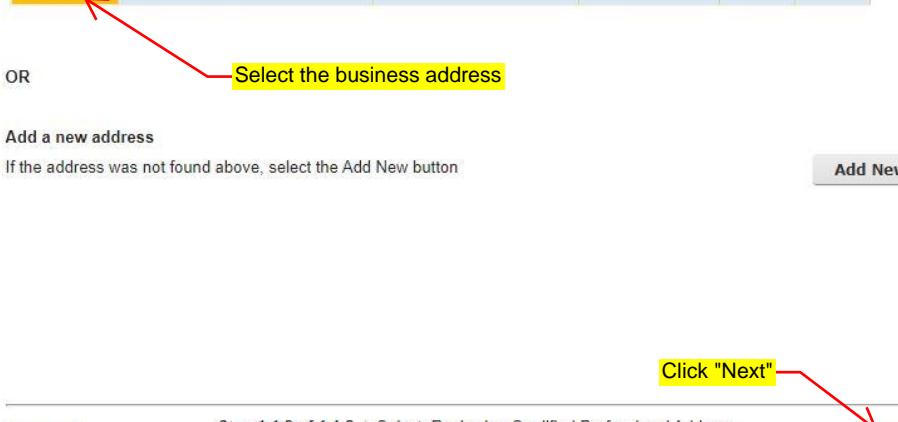
What is the address?
Select an existing (or add a new) address for the Reviewing Qualified Professional.

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

Select One	Address	Address 2	City	State	Zip
Select	355 Research Pkwy		Mereden	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" 

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

4) Select the Business Phone Number.

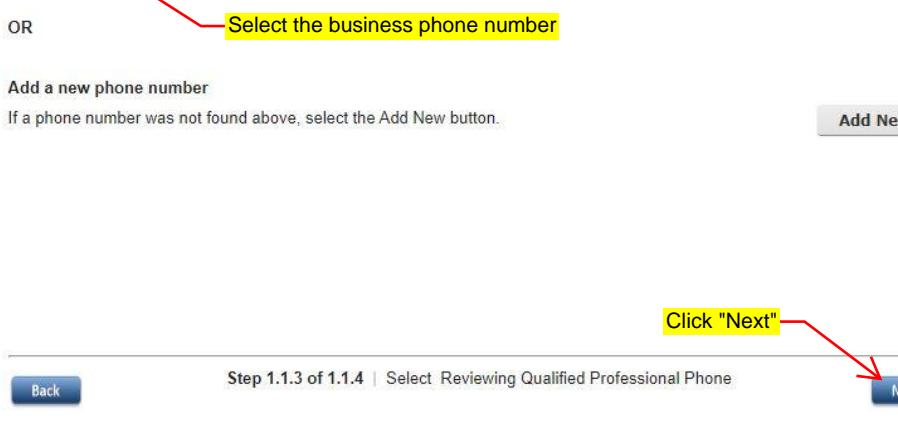
What is the phone number?
Select an existing (or add a new) phone number for Reviewing Qualified Professional.

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" 

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 **Select the QPE**

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

Click "Next" 

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 Meriden, CT 06450-7100
Step 1.1.3 of 1.1.4 Select Reviewing Qualified Professional Business Phone:		(203) 630-1406
Step 1.1.4 of 1.1.4 Select Reviewing Qualified Professional Contact Person:		Michael Fisher, P.E., Senior Project Manager Email: mfisher@blcompanies.com Phone: (203) 630-1406

Click "Done" 

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 resignature.

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) 630-1406
Michael Fisher, P.E., Senior Project Manager
Email: mfisher@blcompanies.com
Phone: (203) 630-1406
License

Enter P.E. license

0017294

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

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 Deewatering 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, that the information is true and accurate to the best of my knowledge and belief.

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"

Step 6.2 of 6.2 | Reviewing Qualified Professional Signature

Back 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 

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 

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.