

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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Engineering Project Coordination
dot-epc@ct.gov

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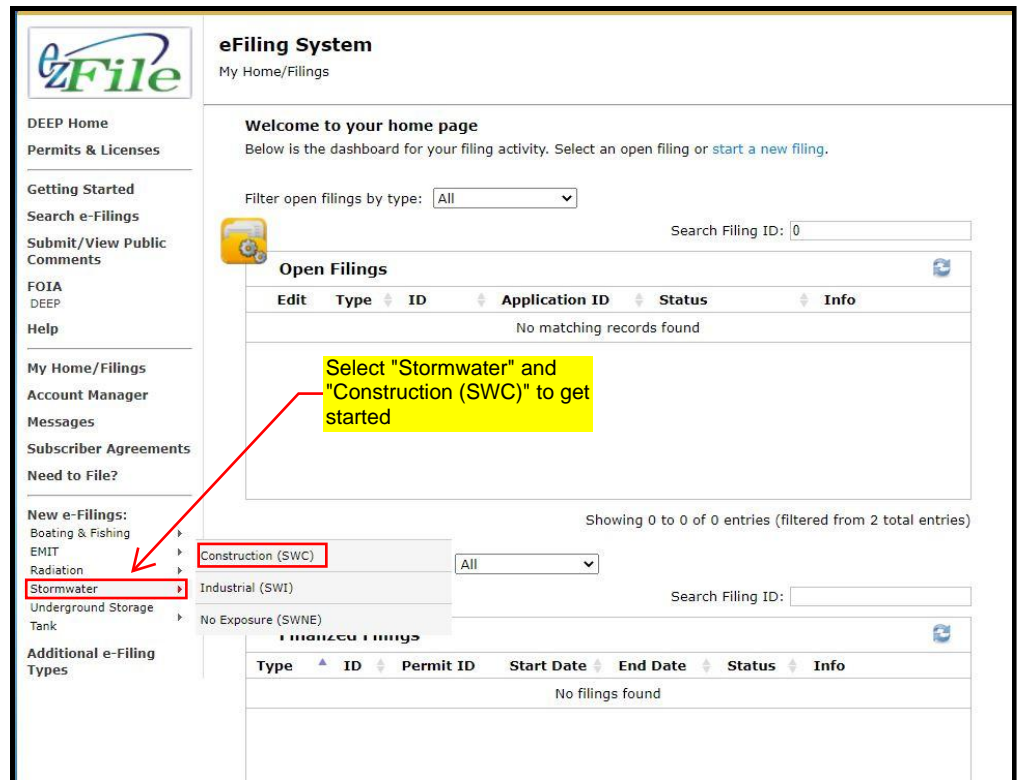
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Getting Started: How to create a new Stormwater Registration from in ezFile

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

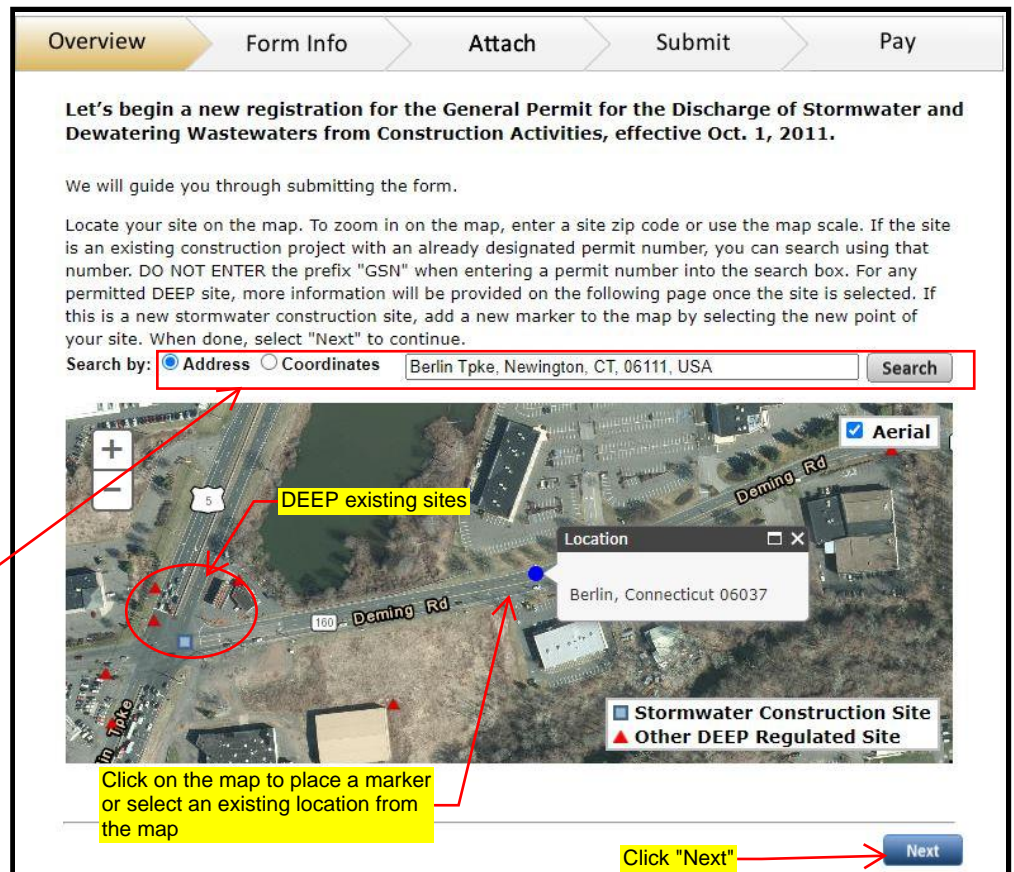
The person that creates the e-Filing will have the role of Filer.

(See page 6 for more details)



Overview Tab

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



3) Click "Create 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

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.

This is your filing number. Please include the filing number in all future correspondence

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	[trash icon]	<input checked="" type="checkbox"/>

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

Add

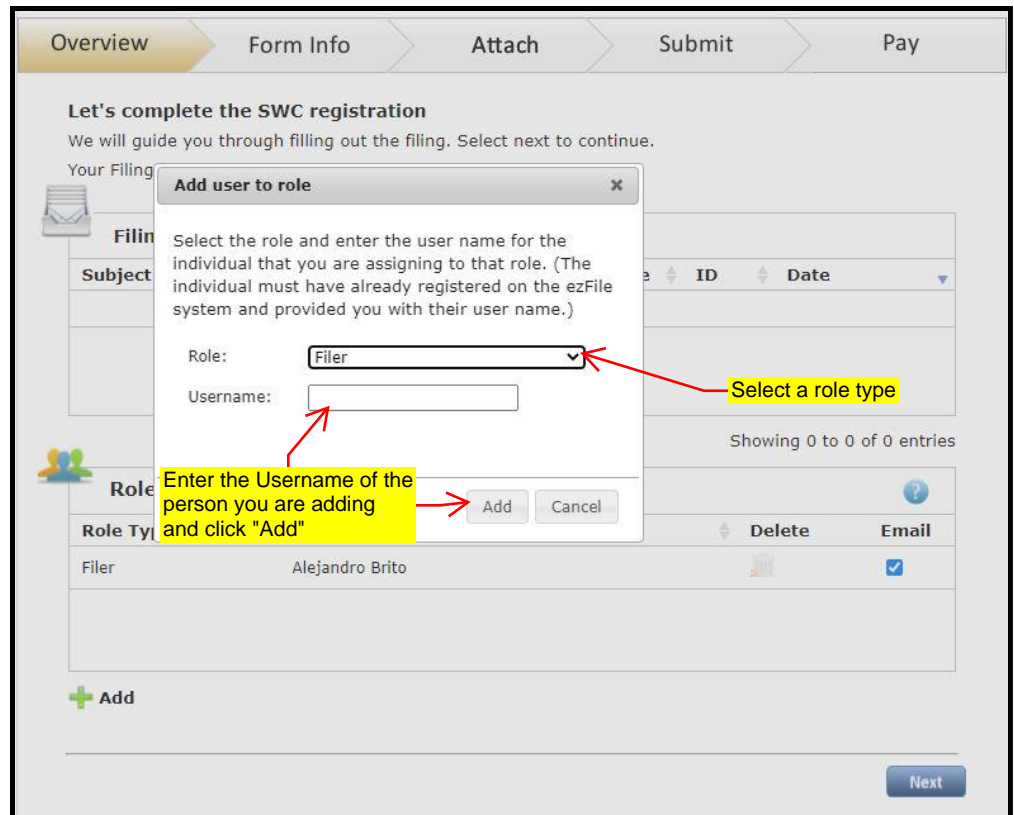
Please keep this clicked for anybody that should receive notification that the project was submitted and/or approved

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.



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 shows the 'Form Info' tab in the ezFile system. It features a navigation bar with 'Overview', 'Form Info', 'Attach', 'Submit', and 'Pay'. Below the navigation bar, there are five sections, each with an icon, a title, a description, and an 'Edit' button. A yellow callout box with the text 'Each section will get a green check when completed' has a red arrow pointing to a red box that encloses the edit icons for all five sections. At the bottom of the form, there is a 'Note' box, a 'Save and Exit' button, and 'Back' and 'Done' buttons.

Section	Description	Edit Button
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.

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"

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"

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" Add New

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	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".

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?](#)

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.

Step 1.1 of 1.1 | Affiliation List

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?](#)

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.

Step 1.1 of 1.1 | Affiliation List

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 "STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION" for State Design and the company name for Consultant Design

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

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).

Note: Select and click next

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

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.

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).

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

Back Step 1.1.4 of 1.1.4 | Select Preparer Contact Person Add New 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 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

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:

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.

Step 1.1.1 of 1.1.4 | Select Design Professional

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 a

Step 1.1.2 of 1.1.2 | Select Design Professional Address

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.

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	(800) 249-2200	1302
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	
Select	Principal		dcicia@blcompanies.com		

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 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.

[Back](#) 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 → 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	

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

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

Click "Next"

Back Step 2.1 of 2.7 | Site Details 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 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

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.

Map showing aerial view of a residential area with roads labeled: Deming Rd, 555, 531, 180, 487. Aerial view is selected.

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

Back Step 2.2 of 2.7 | Site Map Next

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

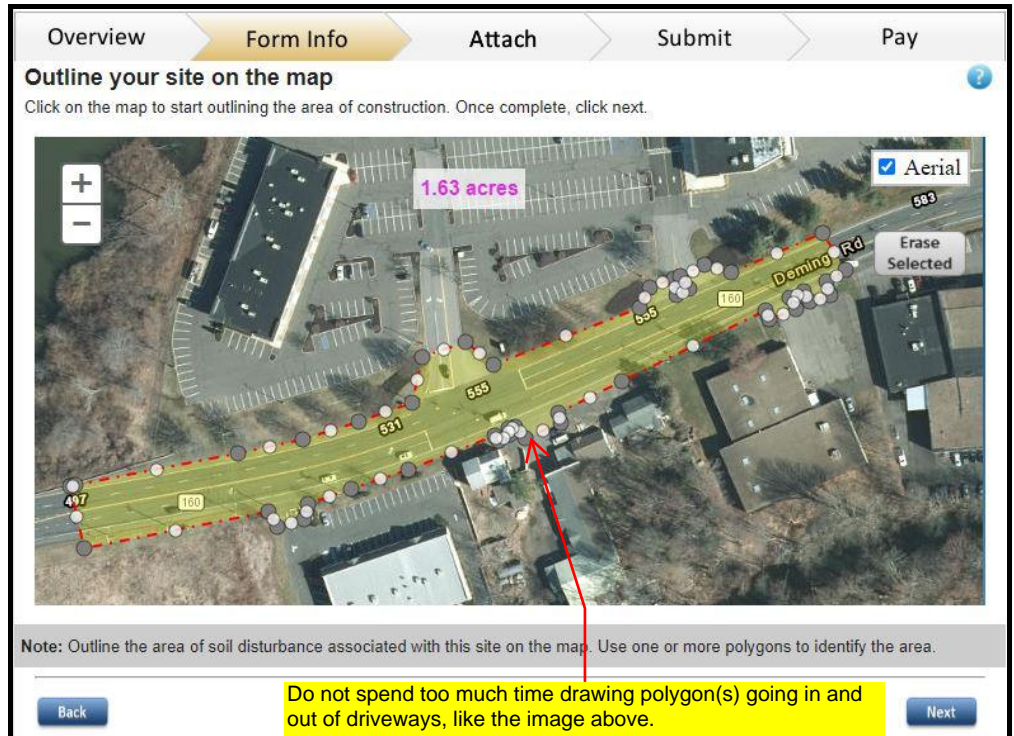
Draw a rough polygon with a minimal number of vertexes that extend to the longitudinal limits of your project (for NDDDB purposes). This may be difficult for some of us engineers, but do not spend hours/days trying to depict all your cut/fill slopes, in and out of driveways, and straining to get your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

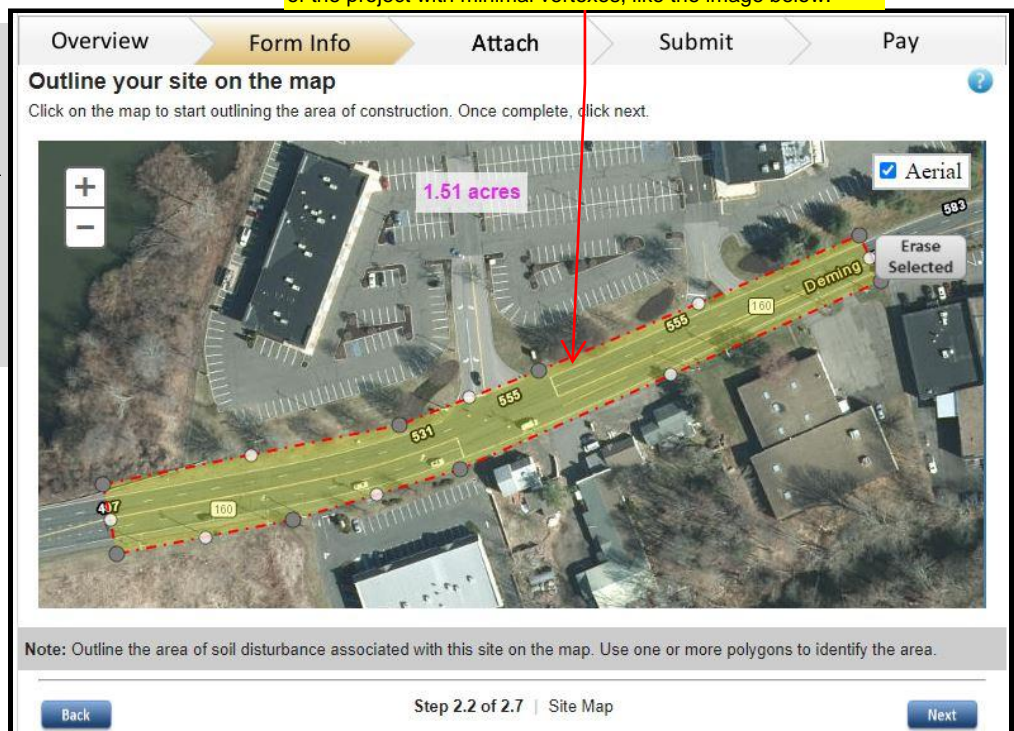
To modified the polygon:

- 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



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.



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.

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 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.									

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.

Click to "Add" to add an outfall → **Add**

Edit

Back Step 3.1 of 3.2 | Discharges Next

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.



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

Longitude of the discharge

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 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?

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?

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

Storm Sewer System or Wetlands

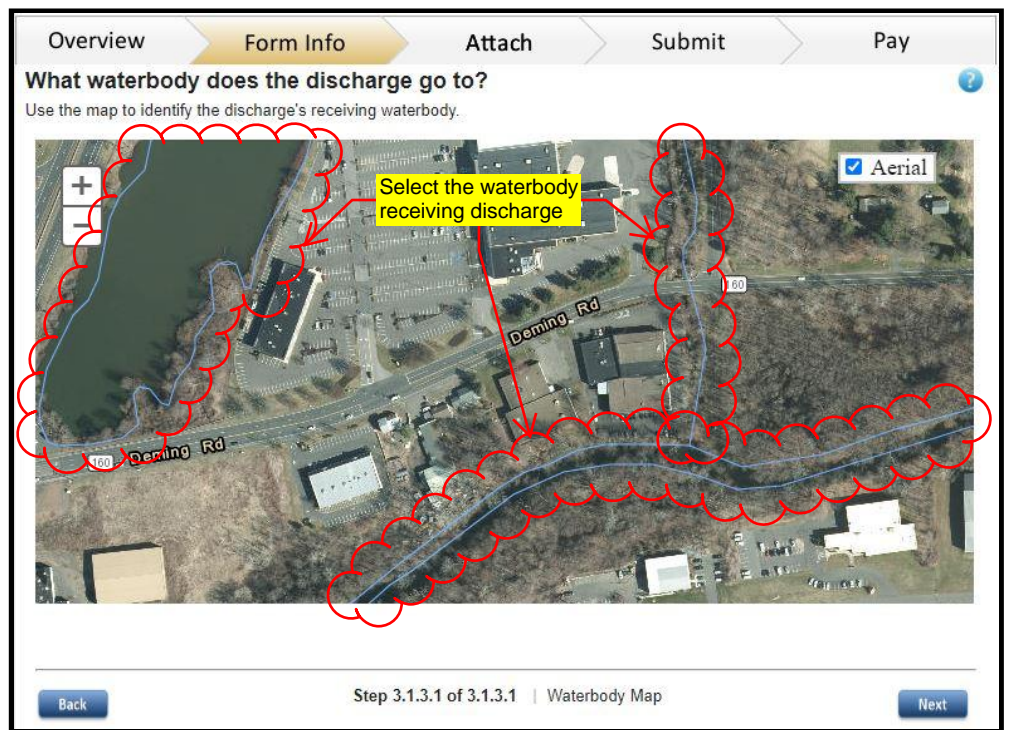
Waterbody

Enter the discharge number: Use PO #x for proposed outfalls, Use EO #x for existing outfalls, Use TO #x for temporary outfalls

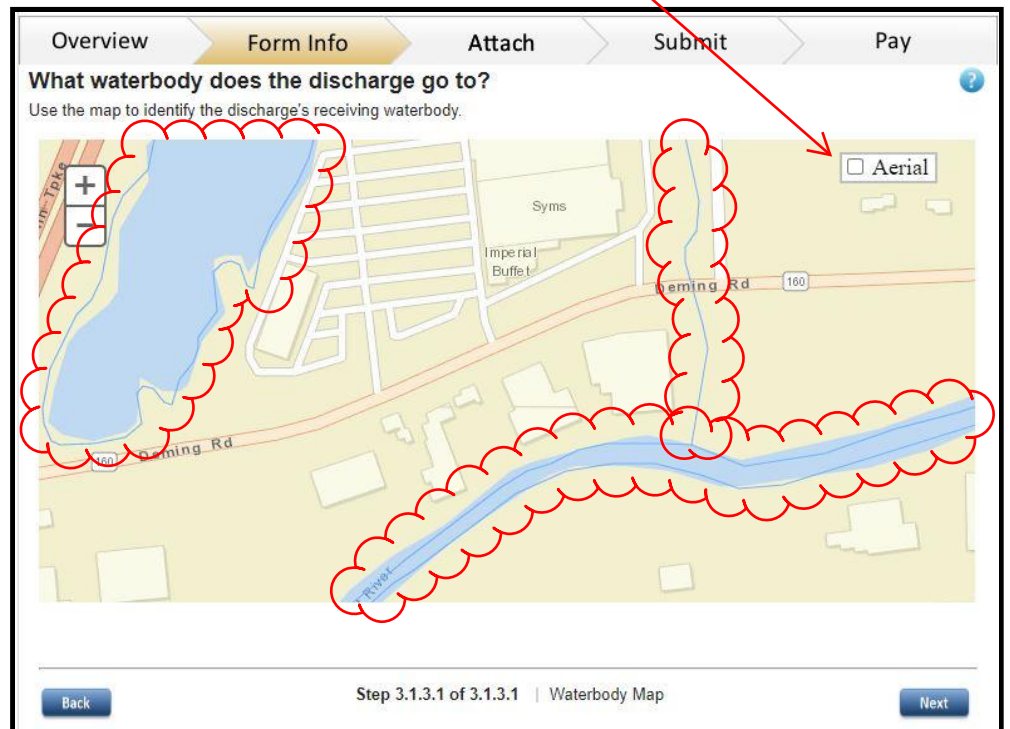
select a pipe size

Back Step 3.1.3 of 3.1.4 | Discharge Details Next

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



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



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" → 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

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

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

Overview **Form Info** Attach Submit Pay

Registrant Information Edit

The contact for the registration

Site Edit

The Site information

Discharges Edit

The discharges information

Pollution Control Plan Edit

The pollution control plan information

Design Professional Signature Edit

Signature from the design professional.

Reviewing Professional Signature Edit

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 **Save As Draft**

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.

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

*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 Save As Draft

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" → [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 Delete

[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.

Click here and add the Pollution Control Plan → [Add Attachment](#)

[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:

Requests for review should be sent to:

Office of Environmental Planning -- Environmental Resource Compliance Section:

Christine Xenelis

Transportation Supervising Planner

Christine.Xenelis@ct.gov

EPC: (EPC will also coordinate QPE review and certification for State Design Projects.)

DOT-EPC@ct.gov

The appropriate District Engineer:

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

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.

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

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

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"

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 (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"

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

Check off these boxes

Check off this box

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(D)(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(D)(11) (C) of such general permit, and I certify, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining such information, 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.

You signature will show as:

Click "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

	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

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.