



*Village of  
Kings Point*

**APPLICATION FOR (SPDES)  
STATE POLLUTION DISCHARGE  
ELIMINATION SYSTEM**

Subject Property Owner: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Nassau County Tax Map Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned hereby requests approval from the Village of Kings Point for approval of a State Pollution Discharge Elimination System (SPDES)

\_\_\_\_\_  
Print name of subject property owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Owner's SPDES certified agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Print name of owner's SPDES certified agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Provide an application fee of \$200.00. Checks are payable to the Village of Kings Point.

Provide a deposit of \$5000.00 on a separate check. Checks are payable to the Village of Kings Point. Once the balance of the deposit falls below \$500.00, all review and processing of the application shall stop until an additional deposit in the amount of \$500.00 is deposited by the applicant. Such additional deposits in the amount of \$500.00 shall be required whenever the balance of the deposit falls below \$500.00 until the application is closed. Once the application is closed the remaining balance will be returned to the applicant.

The completed application form, fee, deposit, and three (3) copies of a Storm Water Pollution Prevention Plan (SWPPP) prepared by a Professional Engineer or Registered Architect must be filed with:

Village Clerk-Treasurer  
VILLAGE OF KINGS POINT  
32 Steppingstone Lane  
Kings Point, New York, 11024  
(516) 504-1000

**Village of Kings Point Procedure for Approval of a  
State Pollution Discharge Elimination System (SPDES)**

1. For any sites with a proposed disturbance of 1 acre or greater, the applicant must prepare a Storm Water Pollution Prevention Plan (SWPPP) to be designed by a Registered Architect or Professional Engineer. This must also apply to "Larger Common Plan of Development or Sale" that will disturb 1 acre or greater (e.g., subdivisions).
2. The applicant must submit 2 copies of the SWPPP to the Village.
3. The Village will forward the SWPPP to the Village Engineer for review and approval.
4. Once the SWPPP is approved by the Village Engineer, the Village Clerk must sign/approve an MS4 SWPPP Acceptance Form and provide a copy to the applicant.
5. The applicant must submit the approved MS4 SWPPP Acceptance Form and Notice of Intent (NOI) to the NYSDEC.
6. The DEC will review the NOI and issue a SPDES permit to the applicant.
7. Construction work may begin once the NYSDEC NOI Acknowledgment Letter has been received and building permits are approved.
8. The applicant must have their own certified agent perform inspections and keep records in accordance with the approved SWPPP.
9. The Village Engineer must have a certified agent perform inspections and review the applicant's records on behalf of the Village.
10. Once the applicant completes all permitted work, they must have their own certified agent perform a final inspection and notify the Village.
11. The Village Engineer must have a certified agent perform a final inspection and review the applicant's records on behalf of the Village.
12. Once the site is approved by the Village Engineer, the applicant must submit a Notice of Termination to the Village to be signed by the Village Clerk.
13. A completed Notice of Termination gets returned to the applicant and they file it with the NYSDEC for approval.
14. The project is then closed out and a C of O can be issued by the Village.

The submission of all documents for Village engineer review must be made through the Village Clerk.