

Certify SRCs – Application Checklist

Check these things before you submit your application:

For detailed instructions, please refer to the **Certify SRCs – SGS Application Guide**.

☐ Did your project complete construction less than 3 years ago?

Projects that do not certify SRCs within 3 years of completing the final DOEE construction inspection lose their SRC eligibility permanently.

Important: If your project's 3-year deadline is coming up, **do not** wait until the last minute to reach out to DOEE. You must submit a **complete** application that is not missing any required information **before** your 3-year deadline.

☐ Does the person submitting the Certify SRCs application have access to the Stormwater Management Plan (SWMP) and have SRC permissions in SGS?

☐ Is the as-built SWMP uploaded in the SGS and approved by a DOEE inspector?

☐ Did all BMPs in your SWMP pass a DOEE maintenance inspection or Self-Inspection Self-Reporting (SISR) within the past 6 months?

☐ Does your maintenance agreement include everything?

For detailed maintenance agreement instructions, please refer to the **Certify SRCs – Maintenance Agreement Guide**.

- ☐ Dates that cover the entire certification period
- ☐ Maintenance details for each BMP type
- ☐ Summary of the maintenance provider's experience/expertise
- ☐ Statement of understanding
- ☐ Signatures and dates

☐ If you are selling SRCs, have you set the price per SRC?

Ready to submit your application?

If you have completed all these steps, you are ready to submit your Certify SRCs application! Follow the steps in the **Certify SRCs – SGS Application Guide** to complete the application.

If you submit an application that is missing required information, DOEE will return it without review and ask you to resubmit.