



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF ENERGY & ENVIRONMENT



Surface and Groundwater System Instructions: Soil Erosion and Sediment Control (ESC) and Green Area Ratio (GAR) Permit Review for Minor Projects



Introduction—Read This First

This guide provides instructions for submitting projects that require Soil Erosion and Sediment Control (ESC) and/or Green Area Ratio (GAR) review through the District Department of Energy and Environment (DOEE)’s Surface and Groundwater System. Failure to follow these guidelines may result in unnecessary delays in your permitting process. Please review this guide and prepare your ESC and/or GAR plan before attempting to enter your project in the Surface and Groundwater System.

This guide includes instructions to:

I.	Create and Manage Your Surface and Groundwater System Account.....	3
	Request a Surface and Groundwater System account	3
	Manage your Password	3
	Update your Contact Info	3
	Device and Browser Requirements.....	4
II.	Use the Surface and Groundwater System during Permit Review	5
	Before Starting: Things to Know to Avoid Delays	5
	1) Enter Site Information	5
	2) Enter Plan Information	6
	3) Upload Plan Documents	7
	4) Submit your Plan and Pay Review Fees	7

This guide does not include:

- Technical details about how to prepare an ESC plan (which can be found at <http://doee.dc.gov/esc>)
- Technical details about how to prepare a GAR plan (which can be found at <http://doee.dc.gov/service/green-area-ratio-overview>)
- Instructions for submitting projects that require Stormwater Management Plan (SWMP) review. Projects require a SWMP if the project area is at least 5,000 square feet, including land disturbance and renovation of existing structures for which the cost of the renovation is at least 50% of the pro-project assessed value of the structure. If you’re not sure whether your project requires SWMP review, you can use the estimation tool on the Surface and Groundwater System homepage at <http://doee.dc.gov/sgs>. Instructions for submitting SWMPs can also be found at the Surface and Groundwater System homepage.

Assistance

If, after reviewing this manual, you have further questions about entering a project into the Surface and Groundwater System, please contact Regan Wilhelm at Regan.Wilhelm@dc.gov or (202)-671-5004.



I. Create and Manage Your Account

In order to submit projects that require Soil Erosion and Sediment Control (ESC) and/or Green Area Ratio (GAR) review, you must have an account to use the Surface and Groundwater System. All Surface and Groundwater System users must have their own accounts, and can use a single account to submit multiple projects.

Request a Surface and Groundwater System account

1. The database is available at doee.dc.gov/sgs.
2. Click the link to register for a new account. Complete the form with your own contact information. Do not enter the contact information for a client or the address of the project you are submitting.
3. Complete the form and click *Submit* to request your account.
4. Within the next business day, the Department of Energy & Environment (DOEE) will grant you access to the database and notify you via email with log in instructions. This email and many other notifications will be sent to you from notify@quickbase.com. The subject line for this email will be *QuickBase invite to the "Surface and Groundwater System" app*. Please confirm that it did not get moved to your spam/junk folder by mistake.
5. After you receive an email from DOEE with login instructions, follow the instructions in the email to create your password. Your username will always be your email address. Periodically, your password will expire. You can request a new password from the login screen.
6. To access the Surface and Groundwater System, go to the login page (doee.dc.gov/sgs) and log in with your email address and password.

Manage your Password

Do not share your username and password with others. These credentials allow you to submit plans to DOEE for review, to sign forms electronically, to authorize someone to act on your behalf, and to take other actions. Your actions in the database could carry permanent legal obligations to maintain stormwater Best Management Practices (BMPs).

If you need to reset your password, go to the login page (doee.dc.gov/sgs) and click on "I forgot my password."

Update your Contact Info

When you request an account, the contact information you enter is saved in the database. This information will be used to pre-fill forms and applications you submit within the database and will be used by DOEE as your primary contact information. If you need to update your contact information, log in to the Surface and Groundwater System, go to the *Support* menu, and click *Edit Account Information*. This will not change your username or password.



Device and Browser Requirements

The Surface and Groundwater System functions best on Google Chrome. Many Surface and Groundwater System functions will not work properly on Internet Explorer or Microsoft Edge.

It is best to use the Surface and Groundwater System on a desktop computer or laptop. A streamlined version of the Surface and Groundwater System may display on mobile devices and tablets, but it will not include the full functions of the desktop version. If a mobile device or tablet is used to access the Surface and Groundwater System, DOEE recommends configuring the device to display the full version of the database rather than the mobile version.



II. Use the Surface and Groundwater System during Permit Review

This guide does not include instructions for submitting projects that require Stormwater management Plan (SWMP) review. For these projects, refer to the full Surface and Groundwater System instructions at <http://doee.dc.gov/sgs>.

Before Starting: Things to Know to Avoid Delays

Save information that you enter

You will be prompted to save every form you fill out. In order to make changes to a saved form, click *Edit this record* at the top of the page. Unless otherwise indicated, *Saving* information in the Surface and Groundwater System is different from *Submitting* information to DOEE for review. *Submitting* information can be completed by clicking a *Submit* button.

Submit only one plan per project

Only submit one plan in the Surface and Groundwater System for the project. This single plan may include information and plan sets for your project's Stormwater Management, ESC, GAR, and FPM review. Do not submit this information separately in the Surface and Groundwater System as this will delay DOEE's review.

The project designer or engineer should enter the application

Due to the detailed information that must be entered for each project, DOEE requires that the Surface and Groundwater System entry is made by the project engineer, designer, or someone with comparable expertise about the project design. Entries made by someone unfamiliar with DOEE's review process or the project design will likely be inaccurate and cause substantial delays.

Upload all relevant documents

Many documents are useful for DOEE's review, such as reports, meeting minutes, certifications, etc. You may attach these to the plan information in order to keep them easily available to DOEE's reviewer.

Enter accurate information

Since you are using the Surface and Groundwater System to make an official submittal to the Department of Energy and Environment, you must ensure the information you enter into the Surface and Groundwater System is accurate to the best of your knowledge and ability. Do not enter information you know to be false, such as a "placeholder" data. If you are unsure how to complete a form, please refer to the instructions on the following pages or contact DOEE for assistance (see "assistance," above).

1) Enter Site Information

The first step to submit a project to DOEE for review is to enter information about the site on which your project is occurring. You only need to enter site information into the Surface and Groundwater System the first time you submit a project at an address. The Database will save the site information, and it can be used for other projects at the same address as necessary.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF ENERGY & ENVIRONMENT



1. From your Database homepage, click *Sites and Plans* and then click *New Site*.
2. A fillable form will appear to collect preliminary project information. The information you input in this form will determine what information you will need to provide later. Complete the form and click *Save*. **Saving this form DOES NOT constitute a plan submittal to DOEE. You must complete the remaining steps, below.** After saving the form, review the estimated requirements for your project.
 - **If your project requires a SWMP:** This instruction guide does not cover Stormwater Management Plans. This instruction guide only includes information related to Soil Erosion and Sediment Control plans. A full version of the Surface and Groundwater System instructions is available at <http://doee.dc.gov/sgs>.
 - **If your project does not require a SWMP:** Complete the steps below
3. If DOEE already has records for this address in the Surface and Groundwater System, click *Request Access to this Site* to open the existing records and begin entering the project. If the owner or manager of the site already has a Surface and Groundwater System account, you will need to wait for their approval to access their site (more information about this process is provided in the full version of the Surface and Groundwater System instructions, available at <http://doee.dc.gov/sgs>).
4. If DOEE does not already have records for this address in the Surface and Groundwater System, click *Begin entering this project*. If entering a new site, follow the steps displayed on the form in the Surface and Groundwater System, and save the form.

2) Enter Plan Information

Once you have entered or been granted access to the site, enter plan information specific to your project:

1. From the site record, click *Enter a new plan for this site*. The Surface and Groundwater System will open the *Plan Information Form*.
2. Select the plan type(s). If the site is in a zone where the GAR is required, the plan information that you enter will be considered as both an ESC plan and a GAR plan, unless you indicate that there is an exemption or that the GAR does not apply to the site. If you are requesting an exemption from GAR requirements, you must attach an Application for Exemption Status or an Application for Transition Exemption Status. These forms are available at doee.dc.gov/gar and can be attached in the *Plan Documents* section of the form (see step 9).
3. Identify if there are trees with a circumference greater than 55 inches. Identify if these trees will be removed.
4. Update *Site and Location* information if necessary.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF ENERGY & ENVIRONMENT



5. Enter the post- and pre-project land cover for the project area (measured in square feet). In this section, you should only enter the total area that will be disturbed as part of your project. If there is an area that is not disturbed, such as an adjacent part of the same property, you should exclude that area. The *Total area* pre-project must be equal to the *Total area* post-project. You will need to identify the number of square feet of each of the following land cover types:
 - **Natural:** forest, meadow, or pasture.
 - **Compacted:** Includes landscaped planting beds, lawns, and managed turf.
 - **Impervious:** Roof, patio, deck, parking, sidewalk, driveway, etc.
 - **BMP:** The surface area of stormwater Best Management Practices (BMPs), also called Green Infrastructure.
6. Complete the *Project Description* section.
7. Click *Save*.
8. After saving, click *Edit construction information* and complete the form. You can update this information later, even during DOEE's review. If information is not yet available to complete this form, leave those sections blank (for example, do not enter *TBD* in any of these sections).

3) Upload Plan Documents

Before you submit your plan, you must upload plan sets and other documents to the *Plan Documents* section. Depending on your internet speed, you may experience difficulty uploading files larger than 50 MB. If you are unable to upload a large document, please contact DOEE for assistance (see "assistance").

On the plan information form, click *Add Document*. This will open a new form.

1. Click "Choose File" to select the document. Complete the required information.
2. Click "Save & close" to return to your plan.
3. Repeat steps 1-2 for all plan documents

4) Submit your Plan and Pay Review Fees

DOEE will not review your plan until it is submitted and you pay review fees.

1. Click *Submit* at the top of the plan information form. The database will run an error check. If an error is triggered, you will be unable to submit the plan to DOEE, and will be instructed on how to fix your application. If you do not see the *Submit* button at the top of the form, save the record (the *Submit* button is not shown while changes are being made to the plan information).
2. If there are no errors triggered, a submittal page will open. Click *Submit* to submit the plan information to DOEE.
3. You must pay the plan review fees in order to complete the submission process. Pick up fee invoices by visiting DOEE staff in the Department of Consumer and Regulatory Affairs (DCRA) Property and Permit Center located at 1100 4th Street SW, 2nd floor. Payment can be made at



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF ENERGY & ENVIRONMENT



the DCRA Permit Center Cashiers Office, also on the 2nd floor. Checks should be payable to DC Treasury. After paying, provide proof of payment to DOEE staff in the DCRA Permit Center.

4. Scan and upload the receipt(s) for fee payment to the Surface and Groundwater System in the *Plan Documents* section.
5. When the plan is approved, you will receive an email notification from DOEE. No change to the approved plan may be made without DOEE approval.
6. You must contact DOEE to schedule a pre-construction meeting at least 72 hours before beginning construction. You may contact DOEE by phone at (202) 535-2977.