

INSTRUCTIONS FOR SELF CERTIFIED HOUSE CONNECTION PROPOSAL FORM (HC-04)

This form can not be used for the following:

- 1- Development /Project is not filed with NYCDOB.
 - 2- Existing sanitary/combined sewer is not fronting but is available.
 - 3- Storm/Combined sewer extension is feasible.
 - 4- Proposed connection to a sewer which does not front the site.
 - a. Skewed connection.
 - b. Easement connection.
 - c. Subject to deed restriction.
 - d. Under the curb storm connection to existing or proposed catch basin via gutter flow.
 - e. Franchised sanitary force main connection.
 - f. End manhole spur extension.
 - 5- Proposed connection to private sanitary drain discharging into private treatment plant or private pumping station.
 - 6- Proposed connection to non-drainage plan sewers.*
 - 7- Proposed connection to private sewer or drain to be built by the developer, prior to posting of private sewer/drain construction bond.
 - 8- Mapping, demapping or condemnation action, street widening, NYSDEC wet lands permit, watercourse traversing site, or "green building." City easements running thru property.
 - 9- Proposed sanitary connection to intercepting sewer.
- * **Does not apply to 8" dia. or more private sanitary drain and is not connected to private treatment plant or private pumping station.**

Following are minimum submission requirements for all House Connection Proposal (HCP) submissions. It is incumbent upon the applicant to provide applicable information noted herewith, and further, to include any other data, calculations, plans, etc. that will support and clarify the applicant's proposal for the disposal of all storm and sanitary discharge from the subject development.

PART 1

GENERAL:

1. The self certified House Connection Proposal (HCP) form shall be filled out for fee simple 1, 2, or 3 family dwellings without commercial use, with individual connections to existing sewers fronting the property and should be without any common drainage facilities.
2. All submissions must be made to the Bureau of Water & Sewer Operations of the Department of Environmental Protection (DEP). Submit six (6) copies of the self certified House Connection Proposal (HCP) form with all Sections completely filled out.
3. All proposed connections shall be in compliance with the latest DEP rules, regulations and sewer design standards.
4. Applicant submitting the self certified House Connection Proposal (HCP) form must be either a New York State Licensed Professional Engineer or a New York State Registered Architect.
5. All supporting documents, plans, surveys, as-built sewer records, drainage plan, amendments, affidavits, calculations, boring logs, etc. must accompany, the self certified House Connection Proposal (HCP) form at the time of submission.
6. Each document requiring a P.E., R.A. or L.S. stamp must have an original stamp. Signatures accompanying such stamps may be facsimile signatures. All documents required to be notarized must be original documents with original signatures and original corporate seals. Photo copies of notarized documents are not acceptable.
7. A check for the review fee based upon the latest rate of \$200.00 per lot as established by the New York City Water Board and payable to the same will be required before the submission will be scheduled for review.
8. Provide the appropriate Building department identification number.
9. If application has been made for tentative block and/or lot number (s) fill in the tentative block and/or lot number(s), not the present block and/or lot number(s), in the appropriate place, and must be consistent throughout all other plans and documents. Note: Include with your submission three (3) copies of the Tentative Lot Number Request Form, each with the applicant's original stamp and signature.

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10. Provide the appropriate zoning designation, and zoning map number in which the project is located.
11. Indicate the total site area in square feet.
12. The applicant of the self certified House Connection Proposal (HCP) form must complete, seal and sign the Identification of Responsibilities Statement on the form.
13. The owner must complete and sign the owner's statement box on the form.
14. INCOMPLETE, INCORRECT, or ILLEGIBLE submissions will be returned without review.

SECTION 1:

1. Clearly show all: Buildings and lot lines, existing sewers in the street(s) indicating size, type, material, distance between manholes, direction of flow, manhole rim and invert elevations, distance from downstream manhole to connection and existing and/or proposed easement, dimensioned and located.
2. Datum must be sewer datum except for Brooklyn, where Brooklyn Highway Datum may be used if the following note is shown on the Site Plan "Elevations shown are in Brooklyn Highway Datum which is 2.56 feet above mean sea level U.S.C. & G.S., Sandy Hook. Brooklyn Sewer Datum is 1.72 feet above mean sea level U.S.C. & G.S., Sandy Hook."
3. Show north arrow. Label all streets fronting the lot(s) and bounding the block(s). Print names of streets along the respective street line, but not within the lines of the street. This area is to be used to show the street sewers clearly.
4. For connections to combined sewers where a combined connection is requested, the following criteria is to be followed:
 - a. For combined sewers that will remain combined the combination of the sanitary and storm drains should be done at the property line within the site.
 - b. For combined sewers where future separation is possible, the storm and sanitary drains should remain separated within the site and be combined into one connection outside the property line.
5. Show all proposed and existing site connections to the sewer(s).

Additionally show:

- a. Size (diameter).
 - b. Type (sanitary, storm, or combined)
 - c. In those situations where design conditions mandate the use of one specific pipe material, the applicant shall affix a note to the site plan indicating that no substitution of material is permitted.
 - d. Invert elevation of the connections at the building line and at the point(s) of entry to the sewer, and the invert of the sewer at the point(s) of the connection. Calculate and show pitch of the connection(s).
 - e. Distance from the building line to the sewer(s).
 - f. No horizontal bends on house connections will be permitted outside the property line.
6. The connection to an existing sewer should be made approximately perpendicular.
 7. At the point of entry to a circular sewer the invert elevation of the connection should be between two and one o'clock (75% to 92% of diameter of the sewer).
 8. The crown of a connection to a reinforced concrete box sewer should be 12" below the inside top of the sewer.
 9. When the Department of Buildings approves the use of an internal ejector system, the ejector must discharge into a standard pressure relief manhole on the owner's property and then flow by gravity into the existing street sewer. The inflow and outflow pipes should offset from each other horizontally and vertically. Show detail drawings of such manhole with dimensions on the site plan.
 10. If detention of site storm flow by roof detention is proposed the following note should be shown on the site plan: "site storm flow of _____cfs will be restricted to _____cfs by means of roof detention and controlled flow devices."
 11. If detention of site storm flow by detention facilities is proposed the following note should be shown on the site plan: "site storm flow of _____cfs will be restricted to _____cfs by means of detention facilities and controlled flow devices."

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SECTION 2:

1. The proposed method of disposal of all sanitary, storm, or combined discharge from the site must be indicated in this section and on the site plan. (See Section 3.)
2. Storm flow to the sewers must be restricted to the allowable based on the DRAINAGE PLAN and shown on the form along with the total developed site storm flow. If detention and/or retention of storm flow is proposed the appropriate boxes must be checked
3. Show the number, type (sanitary, storm, combined), diameter of each site connection requested and the total Q for sanitary, storm, and combined flow separately. In those situations where design conditions mandate the use of one specific pipe material, the applicant shall affix a note on the site plan. Any proposed storm flow to drywells must be shown under the appropriate column.
4. On the site plan, for each connection requested the applicant must provide hydraulic calculations showing how these discharges were obtained – see site plan requirements in Section 4.
5. If detention facilities and a controlled flow device are used to restrict the storm flow it must be noted on the self certified House Connection Proposal (HCP) form and on the site plan.

SECTION 3:

CHECK THE APPROPRIATE BOXES FOR THE METHODS OF CONNECTION PROPOSED AS DESCRIBED BELOW AND SHOWN THE DIAMETER AND TYPE FOR EACH CONNECTION PROPOSED.

1. Use existing spurs, risers, or curb connections if the proposed connection has the same diameter.
2. The applicant may propose to install a new riser, if required, in accordance with DEP Sewer Design Standards.
WHERE NO SPUR OR RISERS EXISTS, OR AN EXISTING SPUR OR RISER IS UNUSABLE THE FOLLOWING METHODS OF INSTALLATION SHALL BE USED:
 3. Fold spur in: Six (6) inch diameter house connections to sewers less than 10” in diameter must be made by replacing three sections of sewer with two straight sections and a central spur piece.
 4. Coring: An approved coring machine shall be used to cut into the city sewer for the purpose of permanently affixing a spur when:
 - a. The new house connection is 6” diameter and the sewer into which it will be connected is 10” or larger; or
 - b. The new house connection is 8” diameter and the sewer into which it will be connected is 12” or larger; or
 - c. Connections to brick sewers, if no spur or riser is available, should be made by drill in, in accordance with DEP requirements.
 - d. No drilling into the following sewers shall be permitted:
 - i. Clay pipe sewers on-soil bedding without concrete cradle.
 - ii. Cement pipe sewers.
 5. Reuse of legally plugged connections must be in compliance with DEP requirements.

SECTION 4:

1. Provide six (6) copies of the site plan, each with applicant’s signature and original stamp. All of the required information indicated in Section 1, 2, 3, and Part I (General) shall also apply to the information required to be shown on the site plan. Site Plans must be to scale and no larger than 30” x 40”. Title of project, owner’s name, date originally submitted and revision dates (if applicable) must appear on the site plan. In addition, the following requirements also apply:
 - a. Indicate distance of site from nearest street, avenue, etc.
 - b. Existing, legal and proposed grades must be clearly shown for the bounding streets. Existing and proposed grades must be shown for the site.
 - c. A pool of any kind should be clearly shown on the site plan as to size, capacity, and location, and must drain to a sanitary or combined sewer. Self certified House Connection Proposal (HCP) form is not an approval of the

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swimming pool discharge. A SEPARATE FILING IS REQUIRED after certificate of inspection (C of I) has been issued.

- d. On the site plan, show the hydraulic loading and all hydraulic calculations for both sanitary and storm discharge, actual and allowable.
 - Design sanitary flow must be calculated standard
 - DEP design criteria which uses population density based on zoning.
 - The average actual storm flow must be calculated by standard DEP design criteria using a rainfall of 5.95 inches per hour and the average runoff coefficient based on zoning. (for the above flows refer to 'RULES AND REGULATIONS GOVERNING THE CONSTRUCTION OF PRIVATE SEWERS AND DRAINS.'
 - e. The method of disposal for all sanitary and storm discharge from the proposed development must be indicated on the Site Plan.
 - f. Computations for the required detention volume, and the design of the controlled flow device must be shown on the site plan. Plan view and cross sections with elevations of the detention facilities and details of the controlled flow device must be shown.
2. Provide three (3) copies of a current (within one year of original submission) site survey, each with original stamp and signature of Licensed Land Surveyor. In cases where streams/watercourses run through the applicant's property, or run through abutting property and will be affected by the development, they must be clearly shown and properly labeled. If there are no streams/watercourses the survey should have the following note with signature of the surveyor:

"This is to certify that there are neither streams nor natural watercourses in the property as shown on this survey."
 3. Provide a minimum of three (3) copies of Tentative Lot Number Request Form if applicable, each with the applicant's original stamp and signature.
 4. A Department of Buildings amendment/request is required for the following:
 - a. On site disposal of storm flow for properties underlain by serpentine rock.
 - b. On site disposal of storm flow by means of other than standard drywells as specified in the N.Y.C. Building Code.
 5. When disposal of site storm flow by means of drywells is proposed boring logs must be submitted to determine the suitability of the subsoil for drywells. Boring logs must be signed and stamped by the New York State, P.E. under whose supervision the work was done. Boring logs must be taken at the location of the proposed drywell(s).
 6. If the application was previously self certified the following in addition to the above is required:
 - a. A comprehensive cover letter to explain why a recertification is needed. Refer to the previously self certified House Connection Proposal (HCP) form, if any.
 - b. One copy of the previously self certified form.
 - c. One copy of the previously self certified site plan.
 - d. If any connection is installed, explain why and provide documents.

SECTION 5:

Complete items a, b, c, d and e. Existing sewer information is to be obtained by the applicant from the Borough Water and Sewer Records offices wherein the project is located. Drainage plans are to be obtained by the applicant from the Drainage Plan and Records Management Unit located at 59-17 Junction Boulevard, Flushing, New York 11368.

SECTION 6:

Indicate whether there is a watercourse traversing the development site and indicate the Topographical Survey Map number of the borough wherein the project is located.