

## INSTRUCTIONS FOR SELF CERTIFIED SITE CONNECTION PROPOSAL FORM (HC-07)

*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.
  - 10- DEP order to connect to sanitary sewer.
  - 11- Part of tax lot.
  - 12- Master Plan with phases.
- \* **Does not apply to 8” dia. or more private sanitary drain and is not connected to private treatment plant or private pumping station.**

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Following are minimum submission requirements for all Site Connection Proposal submissions. It is incumbent upon the applicant to provide all other data, calculations, plans, etc. that will support and clarify the applicant’s proposal for the disposal of all storm and sanitary drainage from the subject development.

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### GENERAL:

1. The self-certified Site Connection Proposal form shall be filed to obtain sewer information certification for all developments other than fee simple 1, 2, or 3 family dwellings without commercial use, with individual connections to existing sewers fronting the property.
2. All submissions must be made to the Bureau of Water & Sewer Operations of the Department of Environmental Protection. Submit six (6) copies of the SELF CERTIFIED SITE CONNECTION PROPOSAL form with all sections completely filled out. If an item is not applicable to the proposed project insert N.A. for “not applicable”.
3. All proposed connections shall be in compliance with the latest DEP rules, regulations and sewer design standards.
4. Applicant submitting self-certified Site Connection Proposals must be either a New York State Licensed Professional Engineer or a New York State Registered Architect.
5. All supporting documents, plans, survey, as-built sewer records, drainage plan, amendments, affidavits, calculations, boring logs, etc. must accompany the self-certified Site Connection Proposal 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 \$0.02 per square foot for the first 10 acres and \$0.015 per square foot of total site area over 10 acres with a minimum of \$325.00, 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. If more than one site is included on the same application form each site is subject to the above stipulation.
8. The applicant for sewer self-certification of the Site Connection Proposal must complete, seal, and sign the identification of Responsibilities statement on the form.

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9. The owner must complete and sign the owner's statement box on the form.
10. **INCOMPLETE, INCORRECT, OR ILLEGIBLE** submissions will be returned without review.

### **SECTION A:**

1. Provide the appropriate Building Department application number.
2. If application has been made for tentative block and/or lot number (s) fill in the tentative block/or lot number(s), in the appropriate place. All other documents, plans, etc. must be consistent with the number(s) shown in section A. Note: include with your submission three (3) copies of the tentative lot number request form, each with the applicant's original stamp and signature.
3. Provide the appropriate zoning designation and zoning map number in which the project is located.
4. Indicate the total site area in square feet.
5. Indicate amount of review fee as computed in accordance with general item 7 above and attach a check for the same amount payable to the New York City Water Board.

### **SECTION B:**

1. Indicate building and site use. Identify specific commercial, industrial, or other use where applicable, e.g., restaurant, car wash, warehouse, gas station, hospital, textile factory, etc. Indicate all mixed uses such as residential with offices, residential and commercial (stores), etc.
2. Indicate both the types of building and ownership, the number of buildings, and the total number of dwelling units, if any.

### **SECTION C:**

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 E.)
2. Storm flow to the sewers must be restricted to the allowable based on the DRAINAGE PLAN or the APPROVED DRAINAGE PROPOSAL 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), and diameter of each connection requested and the total Q for sanitary, storm, and combined flow separately. In those situations where design conditions flow separately. In those situations where design conditions mandate the use of one specific pipe material, the applicant shall affix a note on the self-certified Site Connection Proposal form, the site plan, and attachment "F" indicating that no substitution of material is permitted. 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 E.
5. If detention facilities and a controlled flow device are used to restrict the storm flow it must be noted on the self-certified SCP form, site plan and on attachment "F".

### **SECTION D:**

CHECK THE APPROPRIATE BOXES FOR THE METHOD OF CONNECTION PROPOSED AS DESCRIBED BELOW AND SHOW 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. The new house connection is 10" in diameter and the sewer into which it will be connected is 24" or larger ,or

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- d. The new house connection is 12” to 16” in diameter and the sewer into which it will be connected is 48” or larger.
  - e. Connections to brick sewers, if no spur or riser is available, should be made by coring in accordance with DEP requirements.
  - f. No coring of the following sewers shall be permitted:
    - i. Clay pipe sewers on soil bedding without concrete cradle.
    - ii. Cement pipe sewers.
5. Manhole Conn: When the new connection is 10” in diameter and the sewer into which it will be connected is smaller than 24” in diameter, or when a 12” to 16” diameter house connection is to be made to a sewer under 48” diameter, or an 18” diameter or larger connection is to be made to sewer of any size, a manhole shall be used to accommodate such connection. If no manhole exists, a new manhole shall be required. Details must be shown for all connections over 15”, whether to a manhole or directly to the sewer.
6. Reuse of legally plugged connections must be in compliance with DEP requirements.

### **SECTION E:**

1. Provide six (6) copies of the site plan, each with applicant’s signature and original stamp. All of the required information indicated in Sections B, C, D, and F, 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 projects, owner 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 intersecting streets, 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, must drain to a sanitary or combined sewer. Self certified Site Connection Proposal form is not an approval of the swimming pool discharge. A SEPARATE FILING IS REQUIRED after certificate of inspection (C of I) has been issued.
  - d. Specific details must be shown for connections larger than 15” to a sewer or manholes, drop pipe manholes, and pressure relief manholes.
  - e. ON the site plan, show separately in square feet the paved, roof, grass, and dirt area. Include in addition any other surface not mentioned. The total site plan area must be shown and must be the same as the sum of the component areas.
  - f. On the site plan, show the hydraulic loading and all hydraulic calculations for both sanitary and storm discharge, actual and allowable:
    - i. Sanitary flow should be computed based on zoning in accordance with DEP sewer design criteria, not based on fixture units.
    - ii. Design industrial/manufacturing waste flow must be computed by standard DEP design criteria which uses 10, 000 gallons per acre per day times the appropriate factors based on zoning.
    - iii. Design storm flow must be calculated by standard DEP design criteria using a rainfall intensity of 5.95 inches per hour and the appropriate runoff coefficient for the roof areas is 1.0. The total lot area must be used in computing the design storm flow.
  - g. The method of disposal for all sanitary and storm discharge from the proposed development must be indicated on the site plan.
  - h. Computations for the required detention volumes, and the design of the controlled flow device must be shown on the site plan. Plan review 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 signature and original stamp of a 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 developments, 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”.

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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 NYC Building Code.The amendment must show all block (s), lot (s), Building Department numbers, and addresses in the submission, and must specify the method of disposal of all storm and sanitary flow from the site.
5. A notarized affidavit from the owner is required for all condominium or homeowners association projects following the format of the sample available at the DEP sewer offices.
6. Industrial waste approval is required for all projects requiring same. The Industrial Waste Section of the Bureau of Wastewater Treatment may be contacted to determine if its approval is required for a specific project. This must be obtained prior to the submission of the self-certified Site Connection Proposal and accompany the submission.
7. 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 a New York State, P.E. under whose supervision the work was done. Borings must be taken at the location of the proposed drywell(s).
8. 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 Site Connection Proposal number.
  - b. One copy of the previously self certified form and attachment "F".
  - c. One Copy of the previously self certified site plan.
  - d. If any connection is installed, explain why and provide documents.

### **SECTION F:**

2. The information required in this section must be shown either in Section F on the Site Connection Proposal form, or on an attached sheet not to exceed 8 ½" x 14" (Attachment "F"), signed by the applicant with original stamp. Signatures accompanying such stamps may be facsimile signatures. The appropriate box under Section F on the Site Connection Proposal form must be checked.
3. Clearly show all: buildings and lot lines identified as to Building Department number, block and lot number, project location, existing sewers in the street (s) indicating size, type material, distance between manholes, direction of flow, manholes rim and invert elevations, distance from downstream manhole to connection, watercourse, existing and/or proposed easements dimensioned and located.
4. Datum must be sewer datum except for Brooklyn, where Brooklyn Highway Datum may be used if the following note is shown: "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."
5. 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.
6. For connections to combined sewers where a combined site 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.
7. 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 form, the site plan, and attachment "F" indicating that no substitution of material is permitted.
  - d. Invert elevation of the connection at the building line and at the point of entry to the sewer, and the invert of the sewer at the point of the connection. Calculate and show pitch of the connection(s);

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- e. Distance from the building to the sewer(s);
  - f. No horizontal bends on house connections will be permitted outside the property line.
8. A clean out manholes immediately inside the property lines is required for all common internal sanitary, combined, or storm drains which serve multiple lots.
  9. Common internal sanitary or storm drains which serve multiple lots may not run under buildings unless proper access is provided for maintenance, repair, or replacement.
  10. The connection to the existing manhole or sewer should be made approximately perpendicular.
  11. 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).
  12. The crown of a connection to a reinforced concrete box sewer should be 12" below the inside top of the sewer.
  13. The invert of connections to manholes must be at least 3" above the bench, and the inner top of the connection should not lower than the inner top of the sewer.
  14. When site connections are to be made to new or existing manholes, a drop pipe manhole is required when the invert of the house connection is 4 feet or more above the spring line of the sewer.
  15. When the Department of Buildings approves the use of an internal ejector system to serve more than one building, 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.
  16. If detention of site storm flow by roof detention is proposed, the following note should be shown on the site plan: "roof flow of \_\_\_\_ cfs will be restricted to \_\_\_\_ cfs by means of detention facilities and controlled flow devices".
  17. If detention of site storm flow by detention facilities other than roof detention is proposed, the following note should be shown on the site plan: "storm flow of \_\_\_\_cfs will be restricted to \_\_\_\_cfs by means of detention facilities and controlled flow devices".

### **SECTION G:**

1. Complete items 1, 2, 3, 4, and 5. Existing sewer information is to be obtained by the applicant from the Borough Local Water and Sewer Office wherein the project is located. Drainage plans are obtained by the applicant from the Drainage Plan and Records Management Unit, located at 59-17 Junction Boulevard, Flushing, New York 11373.

### **SECTION H:**

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.