TO: Distribution
FROM: Fredric J. Pocci, P.E., Assistant Commissioner
DATE: September 23, 1988
SUBJECT: Filing of SD 1 and 2 Form and Site Connection Proposal Forms

Purpose: To expedite the filing of SD 1 and 2 Forms and Site Connection Proposal (SCP) Forms.

Specifics: Effective immediately, the Department of Environmental Protection (DEP) will accept SD 1 and 2 Forms and SCP Forms for review prior to the filing of a New Building or Alteration application with this Department.

The DEP will review the forms and certify them without a Department of Buildings application number. However, before the applicant can pick up the certified form from DEP they must show a copy of the application filed with the DOB for the job. The DEP will insert the DOB application number onto the forms. The applicant will then receive their certified copies of the forms from DEP.

The applicant will file the certified SD 1 and 2 Forms directly with the Plan Examiner during the course of the plan review process. The Plan Examiner should perform a review to confirm that the certified forms and the Department of Buildings application refer to the same site.

FP: sr

RESCINDED