



STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: NY STATE DEC PERMITS

SCOP.....: 02 -012G

CATEGORY..: Administrative
Subcategory : Permits

Keywords .. DEC, Wetlands,
Dewatering, Permits

Supersedes.. : N/A

Supplements... : N/A

Sheet.....: 1 of 1

APPROVED:

Assistant Commissioner - William F. Lipski, P.E.

Issue Date.... : April 24, 2002

The NY State Department of Environmental Conservation (DEC) requires that permits be obtained for:
1) All work performed in or within 100 feet of a freshwater wetland, 2) Work performed in or within, in general, 150' of a tidal wetland, or 3) To install dewatering wells that pump in excess of 45 gallons per minute in Brooklyn or Queens. The following procedures apply to these permits.

1. DEC wetlands and dewatering permits are normally applied for during the design phase by the Design Bureau with the exception of those involving Staten Island Blue Belt work which are handled by the Department of Environmental Protection. In general the permit application will be signed by the Deputy Commissioner.
2. Design will include the applicable specifications regarding the permit requirements and reference the permit application number in the contract.
3. The specifications require that the contractor hire a Wetland Specialist (for wetlands permits) and/or Environmental Scientist (for dewatering permits) to complete the permit application process. The Wetland Specialist and/or Environmental Specialist utilized to perform this work must be submitted to the DDC Borough Director for approval and must have prior experience in applying for and successfully receiving DEC permits of the type required for the project. Prior to proceeding, DDC must notify DEC of the name of the firm that will be completing the permit application on DDC's behalf via the attached letter to DEC.
4. A DEC Liaison has been established in the Program Management Bureau. Copies of all DEC related correspondence and submittals are to be sent to the attention of the DEC liaison who will maintain a file for each project and also track the status of each permit application.

ATTACHMENT: DESIGNATION OF NEW DEC PERMIT APPLICANT



City of New York Department of Design and Construction

Kenneth Holden
Commissioner

DATE

William F. Lipski, P.E.
Assistant Commissioner-Infrastructure
Brooklyn/Staten Island/Construction
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Name
Regional Permit Administrator
Division of Environmental Permits
NYS Department of Environmental Conservation
One Hunters Point
47-40 21st Street
Long Island City, NY 11101-5407

Re: FMS (CAPIS) ID:
REGISTRATION NO.:
PROJECT DESCR.:
NYSDEC PERMIT APPLICATION #:

Dear MR/MS LAST NAME:

Please be advised that (*Name of Wetlands Specialist or Environmental Scientist*) has been retained to complete the subject NYSDEC permit application on behalf of DDC.

If you have any further questions concerning this matter, please contact me at (*Phone Number*)

Very truly yours,

Name
Original Applicant

c: A/C Construction, A/C Design, DEC Permit Liaison, D/D, EIC, RE

DDC99-1-173