DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER & SEWER OPERATIONS

SAMPLE COVER LETTER FOR SUBMITTING CERTIFIED CHECK
OR MONEY ORDER

For use when the owner cannot be contacted and in lieu of a sewer bond

Date:

NYC Department of Environmental Protection
Bureau of Water & Sewer Operations
Engineering Division, Permitting & Inspections
59-17 Junction Boulevard, 3rd Floor Low Rise
Flushing, New York 11373

Attention: Mr. James A. Luke, P.E.

Re: Certified Check/Money Order for Private Sewer/ Drain in Lieu of Bond

Address: ________________________________
Borough: ______ Block: ______ Lot(s): ______

Attached herewith is an official bank / cashiers check / money order (circle one) number ________________ issued from __________________________ Bank made payable to the New York City Water Board, in the amount of $_______________ for each mentioned lot, in lieu of a private sewer connection bond.

Please notify the _____________ Borough Office.

Company Name:
Address:

Name of contact person:
Telephone number:

Encl:
Certified Check/Money Order, Payable to NYC Water Board (dated less than six months from the date of application)
Copy of the House Connection or Site Connection Proposal
Copy of the Missing Owner Affidavit

Rev. 07/25/10