

**New York City
Department of Environmental Protection
Bureau of Water Supply**

**Applicant's Guide
to
Individual Residential Stormwater Permits**



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**Prepared by: Bureau of Water Supply
Regulatory & Engineering Programs**

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to
Individual Residential Stormwater Permits**

Table of Contents

<u>SECTION</u>	<u>PAGE</u>
1.0 INTRODUCTION	1
2.0 APPLICATION REQUIREMENTS	2
2.1 ACTIVITIES REQUIRING PERMIT	2
2.2 SUBMISSION REQUIREMENTS	3
2.3 ELIGIBLE STORMWATER CONTROLS PAID FOR BY THE CITY.....	5
3.0 APPLICATION PROCESS	5
STEP 1 - OPTIONAL PRE-APPLICATION CONFERENCES	5
STEP 2 - APPLICATION SUBMISSION	6
STEP 3 - DETERMINATION OF COMPLETENESS	6
STEP 4 - DETERMINATION: APPROVAL OR DISAPPROVAL	7
STEP 5 - STORMWATER CONTROLS PAID FOR BY THE CITY	8
APPENDIX A	
APPLICATION CHECKLIST.....	9
APPENDIX B	
NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION APPLICATION FOR REVIEW AND APPROVAL OF INDIVIDUAL RESIDENTIAL STORMWATER PERMITS	10
APPENDIX C	
LIMITING DISTANCES	11
APPENDIX D	
GLOSSARY.....	14
APPENDIX E	
PROJECT REVIEW TIMELINES.....	16
APPENDIX F	
STORMWATER CONTROLS PAID FOR BY THE CITY APPLICATION FOR CITY FUNDING	17

1.0 INTRODUCTION

The “Rules and Regulations for the Protection from Contamination, Degradation and Pollution of the New York City Water Supply and Its Sources” (“**Watershed Regulations**”)^{1,2} provide standards for the design of plans for the construction of individual residences and paved driveways that meet certain criteria. An applicant must obtain an Individual Residential Stormwater Permit (IRSP) from the New York City Department of Environmental Protection (“**DEP**”) for new or modifications to an existing IRSP.

This guide was developed to assist in preparing an application for DEP review and to explain the Watershed Regulations that apply to the construction of individual residences and driveways within certain limiting distances in the New York City water supply watershed. It also describes the process for obtaining an IRSP from DEP to construct such a residence or driveway. In order to protect the quality of the drinking water supplied by the New York City watershed, the Watershed Regulations require IRSPs for such individual residences and driveways.³ A copy of the Watershed Regulations may be obtained from the DEP offices listed in this guide, or on DEP’s website:

www.nyc.gov/html/dep/html/watershed_protection/watershed_regulations.shtml

If any discrepancies exist between this guide and the Watershed Regulations, the Watershed Regulations will prevail. In addition to including regulatory requirements, this guide includes suggestions indicating practices by DEP engineers in their exercise of professional judgment and enforcement discretion in implementing the Watershed Regulations. Such recommendations are described using the words “may” or “should,” while regulatory requirements are described using mandatory language such as “shall” or “must.”

An IRSP is required when a house is proposed within 100 feet of a perennial stream or within 50 feet of an intermittent stream or New York State designated wetland on a lot that is not part of a subdivision, or that is part of subdivisions approved prior to October 15, 1995.

Construction of an individual residence within 100 feet of a perennial stream is prohibited in subdivisions which have received preliminary plat approval on or after October 16, 1995. Construction of an individual residence within those limiting distances is also prohibited in subdivisions that received preliminary plat approval before October 16, 1995, if: (1) the person who owned the subdivision on October 16, 1995 was the same person, or a principal or affiliate of the person, who owned the subdivision when preliminary plat approval was granted, and (2) construction of infrastructure for the subdivision had not begun as of October 16, 1995. That is, if no work or transfer of ownership has taken place for an “old” (pre-October 16, 1995) subdivision, it will be treated as a “new” subdivision for these purposes.

An IRSP is also required for paved driveways serving an individual residence that has obtained all discretionary approvals necessary for construction on or after March 1, 2010, located within 50 feet of an intermittent stream or a wetland or within 100 feet of a perennial stream; except that no IRSP is required if the driveway is included in an activity requiring DEP approval of a SWPPP.

¹ 15 Rules of the City of New York, Chapter 18 (“Watershed Regulations”).

² The Watershed Regulations are pending enactment into State Law. The DEP website listed below will state when the Watershed Regulations become State Law.

³ 15 Rules of the City of New York (“RCNY”) Chapter 18.(Watershed Regulations)

This guide was developed to assist in preparing applications for Department review and approval of IRSPs, and to help expedite the approval process. Section 2.0 identifies activities requiring IRSP review and approval and the requirements for IRSPs. Appendix B includes the application form which must be completed and submitted to DEP for review and approval and Appendix C provides an application checklist. Appendix D identifies activities that may be connected with individual residences and driveways that are regulated within certain limiting distances from reservoirs, reservoir stems, controlled lakes, wetlands and watercourses.⁴ The Watershed Regulations are referred to throughout this document.

2.0 APPLICATION REQUIREMENTS

The goal of an IRSP is to protect the quality of the City's water supply during and after construction of individual residences and driveways located near wetlands and watercourses. IRSPs must include measures which prevent erosion and sedimentation during construction. IRSPs must also include permanent stormwater controls to ensure that the rate and quality of post-construction stormwater runoff is not substantially altered from pre-development conditions.

The following sections identify the information that will be considered by DEP in its review of applications for IRSPs. An application form and a checklist are contained in Appendices B and C, respectively.

Note: The following documents provide recommended standards for the design of erosion and sediment control practices and stormwater management measures which will be considered by DEP in its review of your application:

- New York State Standards and Specifications for Erosion and Sediment Control,” (August, 2005). A copy of the ESC standards is available at the DEC website: <http://www.dec.ny.gov/>
- “New York State Stormwater Management Design Manual,” (August, 2010). A copy of the Design Manual is available at the New York State Department of Environmental Conservation's (“NYSDEC”) website: <http://www.dec.ny.gov/>

2.1 ACTIVITIES REQUIRING AN INDIVIDUAL RESIDENTIAL STORMWATER PERMIT

IRSPs are intended to control erosion during construction, post-construction increases in pollutant loading, and increases in the rate of stormwater runoff from individual residential sites. IRSPs are required for the following proposed activities:

⁴For definitions of these and other key terms used in this Guide, refer to the Glossary, Appendix D.

1. Construction of a new individual residence not in a subdivision, or in certain subdivisions approved before October 16, 1995,⁵ within the limiting distance of 100 feet of a perennial stream or wetland.⁶
2. Construction of an impervious surface for a driveway serving an individual residence that has obtained all discretionary approvals necessary for construction on or after March 1, 2010, located within the limiting distances of 50 feet of an intermittent stream or wetland or within 100 feet of a perennial stream.⁷

Note: Construction of an impervious surface for a driveway serving an individual residence constructed or having obtained all discretionary approvals necessary for construction prior to March 1, 2010 is permitted regardless of proximity to reservoirs, reservoir stems, controlled lakes, watercourses, or wetlands.

2.2 SUBMISSION REQUIREMENTS

Applications to DEP for review and approval of IRSPs must consist of four (4) copies of a completed DEP application form (attached as Appendix B), and the following information (see Application Checklist, attached as Appendix C):

Project Description

The project description must include:

1. A description of the activity;
2. The location and topography of the area of the activity;
3. Identification of any existing structures at the location;
4. A list of any enforcement actions, including lawsuits or administrative proceedings, commenced against the applicant, or any principal affiliate of the applicant, for any alleged violations of law related to the activity for which approval is sought or the facility or site at which the activity is located, in the five years preceding the application, and disposition or status of the actions;
5. A map indicating the location of the property and a north arrow;
6. An application for an individual residence or accessory structure in a Designated Village Center in the Croton System that is within 100 feet of a watercourse or wetland, or within 300 feet of a reservoir, reservoir stem or controlled lake, must also include information necessary to justify a determination that: (1) there is no reasonable alternative to the

⁵Refer to Section 1.0 for an explanation of which subdivisions qualify.

⁶Watershed Regulations § 18-39(e)(1)(i) and (ii).

⁷Watershed Regulations § 18-39(e)(1)(iii).

creation of the proposed impervious surface and (2) the best available measures are being proposed to prevent adverse impacts on the quality of the drinking water supply.

7. Narrative Report

a. The following must be provided in the narrative:

8. A description of proposed erosion controls that shows that they are sufficient to prevent sediment from entering watercourses or wetlands during construction. Erosion controls typically consist of sediment barriers, such as hay bales, silt fencing, and temporary stormwater diversions;
 9. The schedule for construction, including implementation of erosion and sediment controls, grading, and site stabilization;
 10. The maintenance schedule for erosion and sediment controls from construction through final stabilization and a description of the maintenance activities to be performed;
 11. A description of proposed stormwater best management practices designed to filter, detain, or infiltrate runoff from the individual residence or driveway, thereby minimizing the post-construction increase in pollutant loading to the receiving watercourse or wetland; and
 12. The maintenance schedule for stormwater best management practices and a description of the maintenance activities to be performed.
- a. Plans, Details, and Specifications
- b. Plans, at a scale not to exceed 1" = 50', details and specifications that depict:
 13. The proposed individual residence and/or driveway;
 14. The location of any watercourses, wetlands, reservoirs, reservoir stems, or controlled lakes on or adjacent to the property;
 15. The approximate area of site disturbance;
 16. When requested by the Department, proposed topography at two foot contour intervals;⁸
 17. The proposed erosion controls described in the narrative, including the locations, designs, and details of the proposed controls; and

⁸It is the Department's intention not to require proposed topography for the majority of IRSPs. Applicants will be advised of the need for proposed topography during pre-application conferences.

18. The proposed stormwater best management practices described in the narrative, including the locations, designs, and details of the proposed practices.

2.3 STORMWATER CONTROLS PAID FOR BY THE CITY

The Department will fund certain costs relating to the design, implementation and maintenance of stormwater measures required by the Watershed Regulations that are not otherwise required by state and/or federal law, regulation, or enforceable standards. An application for funding has been included as Appendix F. The projects eligible for direct funding from the City are:

- § In the West of Hudson watershed, the City will pay the entire costs of designing and implementing stormwater pollution prevention measures pursuant to IRSPs required by the Watershed Regulations for new individual residences constructed within the limiting distances described above.
- § In the East of Hudson watershed, the City will pay 50 percent of the costs of designing, implementing, and maintaining stormwater pollution prevention measures pursuant to IRSPs required by the Watershed Regulations for new individual residences constructed within the limiting distances described above.

Note: All payments described in this paragraph will be made by the City directly to an eligible applicant receiving an approval for an IRSP required by the Watershed Regulations. Payment is contingent upon the City entering into an agreement with the applicant to pay for such costs. A form for this agreement may be obtained from the Department.

3.0 APPLICATION PROCESS

Applications for review and approval by DEP under the Watershed Regulations are subject to the following process. A flow chart illustrating the time frames and the application process described below is attached as Appendix E.

STEP 1 - OPTIONAL PRE-APPLICATION CONFERENCES

A prospective applicant may meet with DEP representatives at locations in or near the watershed before submitting an application for review and approval to discuss proposed regulated activities, regulatory requirements, and the application process. DEP has found that a pre-application conference benefits both the applicant and DEP, and therefore encourages each applicant to involve DEP early in the project planning stage.⁹ At the pre-application conference, an applicant may also request that DEP visit the applicant's site. Because distances from a watercourse, as well as other water bodies, are relevant to the approval process, a site visit will establish whether, or where, a watercourse may be located on or near

⁹ Watershed Regulations § 18-25.

the site that may affect the project. To request a pre-application conference, contact the appropriate DEP office listed below. The request form for a Pre-Application Conference is attached as Appendix A and should be mailed or faxed to the appropriate office, as listed below.

East of Hudson

(Portions of Westchester, Putnam and Dutchess Counties)
Regulatory and Engineering Programs
DEP
465 Columbus Avenue
Valhalla, NY 10595
Phone (914) 742-2028
Fax (914) 773-0343

West of Hudson

(Portions of Delaware, Greene, Schoharie, Sullivan and Ulster Counties)
Regulatory and Engineering Programs
DEP
71 Smith Avenue
Kingston, NY 12401
Phone (845) 340-7215
Fax (845) 338-1371

Request to Flag a Reservoir, Reservoir Stem, Controlled Lake or Watercourse:

Under the Watershed Regulations, the property owner or applicant may request that DEP flag the presence of any watercourse(s), reservoir, reservoir stem, or controlled lake on the property.¹⁰ Identification of these features is relevant to the approval process. DEP will fulfill the request as soon as field schedules permit. An owner or applicant may also supply a surveyor's field map that includes representations of flagged watercourses, reservoirs, reservoir stems or controlled lakes flagged by DEP. DEP will review the surveyor's map and confirm it within 20 business days for applicants, and as soon as practicable for other property owners. Following DEP confirmation, the survey map will be valid and binding upon the DEP for five (5) years following the date of confirmation. Contact DEP at the appropriate telephone number provided for the appropriate office listed above to request watercourse determinations.

Wetlands

Despite the fact that DEP has no regulatory authority over and does not delineate wetlands, there are certain distances from wetlands that must be maintained under the Watershed Regulations. Only those wetlands that have been mapped by the NYSDEC are relevant for the purposes of the Watershed Regulations. The property owner or applicant must consult with NYSDEC regarding activities that may be separately regulated by NYSDEC that are in addition to activities regulated by the Watershed Regulations. The property owner or applicant should also consult with the ACOE as well as local authorities to determine if there are federally and/or local designated wetlands, and if so, what restrictions apply to activities under each respective regulating authority

¹⁰Watershed Regulations § 18-23(b)(5) and (6).

STEP 2 - APPLICATION SUBMISSION

An application for review and approval of an activity governed by the Watershed Regulations, as well as applications for variances, may be submitted to either of DEP offices noted above by mail, or in person between the hours of 8:30am and 4:30pm, Monday through Friday. An application form is attached as Appendix C and a checklist of all elements necessary for DEP approval is attached as Appendix B. An applicant is encouraged to discuss the level of information required with DEP prior to submission of the application. There are no application fees. Where projects require multiple DEP permits or approvals, an applicant is encouraged to submit applications concurrently. As discussed below, when the applicant is not aware of the need for a variance when the application for a proposed project is submitted, the variance application may be submitted at a later date. As noted below in Step 4, where DEP is the Lead Agency for the Environmental Review of a project, or where a project is the subject of an Environmental Impact Statement, DEP cannot complete its review under SEQRA without reviewing all relevant applications.

STEP 3 - DETERMINATION OF COMPLETENESS

When DEP receives an application, DEP will review the application and determine if it contains all information necessary to be considered complete. This determination will be made within 20 calendar days. DEP will either notify the applicant that the application is complete and that DEP has commenced its review, or that the application is incomplete.

If an application is incomplete, DEP will request the specific information that is needed before the application can be considered complete. Within 10 calendar days of receipt of the requested information, DEP will notify the applicant whether or not the application is complete. Once DEP has asked for more information, DEP will request further information only if the additional information submitted by the applicant raises new questions.¹¹

If DEP fails to notify the applicant regarding completeness of the application within the specified time periods, the applicant may notify DEP of its failure to do so by writing to the appropriate DEP office (identified in Step 1, above) by United States Postal Service certified mail, return receipt requested. The notice must contain:

1. the applicant's name;
2. the location of the project;
3. the project name (if applicable); and
4. the DEP office where the application was filed.

If DEP does not notify the applicant as to completeness of its application within 10 business days of receiving the applicant's certified letter, the application will be deemed to be complete as of the 11th day. In cases where additional information has been requested and received, the amended application is the one that will be deemed complete, as of the 11th day.

¹¹ DEP may also request further information in the following situations: (1) false or misleading information has been submitted; (2) a change in relevant law has occurred; (3) changes have been proposed for the project; (4) there is a new applicant; or (5) the applicant's owners, principals, shareholders, directors, or offices have changed. Watershed Regulations § 18-23(d)(2)(iii).

After determining that an application is complete, DEP will begin its review to determine whether the CPDP meets the standards in the Watershed Regulations.

STEP 4 - DETERMINATION: APPROVAL OR DISAPPROVAL

Once DEP notifies the applicant that the application is complete, or once the application is deemed complete as described above, DEP will notify the applicant in writing of its determination to approve, which may include conditions, or disapprove the application. The determination will be made within 45 days. The 45 day time period does not begin until any additional information, if requested by DEP during Step 3 above, has been supplied, and the application is deemed complete. The time period may be extended by mutual written agreement between the applicant and DEP. If during the 45 day review period, DEP requests revisions to the application, the review period is suspended from the date such request is made until the date on which DEP receives such revisions, provided that DEP has no fewer than 10 calendar days from the date of receipt to issue a determination.

If DEP fails to notify the applicant within the specified time periods, the applicant may notify DEP of its failure to do so by writing to the appropriate DEP office (identified above) by certified mail, return receipt requested. The notice must contain:

1. the applicant's name;
2. the location of the proposed project;
3. the project name (if applicable);
4. the DEP office in which the application was filed; and
5. a statement that a decision is sought in accordance with the Watershed Regulations § 18-23(d)(6).

If DEP fails to provide a determination to the applicant in writing within 10 business days of receiving the applicant's notice, the application will be deemed approved subject to the standard conditions for that approval. A notice that does not contain all of the information listed above will not result in an application being deemed approved.

State Environmental Quality Review Act ("SEQRA"):

If the project is subject to review under SEQRA and the Lead Agency for the project has determined that the project may have a significant impact on the environment pursuant to the SEQRA regulations, the time periods specified above for determinations will be suspended until either a Final Environmental Impact Statement ("FEIS") or a Determination of Non-Significance has been issued by the Lead Agency and submitted to DEP. DEP will consider a project that requires SEQRA review as whole and will attempt to make determinations regarding all applications relating to such a project concurrently. DEP must issue its own Findings Statement before issuing an approval for any project that was the subject to an Environmental Impact Statement.

STEP 5 - STORMWATER CONTROLS PAID FOR BY THE CITY

The City will pay certain costs related to the design, implementation, and maintenance of

stormwater controls. In the West of Hudson watershed, the City will pay the entire costs of designing and implementing stormwater pollution prevention measures pursuant to IRSPs required by the Watershed Regulations for new individual residences constructed within the limiting distances described in Section 2.0, where lot constraints prevent the construction of the home outside the limiting distances. In the East of Hudson watershed, the City will pay 50% of these costs.

APPENDIX A

APPLICATION CHECKLIST FOR INDIVIDUAL RESIDENTIAL STORMWATER PERMITS

Four copies of the following information must be submitted to the Department. For further information regarding submissions, see the text of the Applicant's Guide.

Project Description:

- ___ A description of the activity
- ___ The location and topography of the area of the activity
- ___ Identification of any existing structures at the location
- ___ A list of any enforcement actions commenced against the applicant and their status
- ___ A map indicating the location of the property
- ___ If applicable, an application relating to an individual residence or accessory structure in a Designated Village Center in the Croton System that is within 100 feet of a watercourse or wetland, or within 100 feet of a reservoir, reservoir stem or controlled lake, must also include information necessary to justify a determination that: (1) there is no reasonable alternative to the creation of the proposed impervious surface and (2) the best applicable measures are being proposed to prevent adverse impacts on water quality
- ___ Where required, a copy of the Notice of Intent filed with the New York State Department of Environmental Conservation in order to gain coverage under the latest SPDES General Permit for Stormwater Discharges from Construction Activity.

Narrative Report:

- ___ A description of proposed erosion controls
- ___ A description of permanent stormwater controls to ensure that the amount and quality of post-construction stormwater runoff is not substantially altered from pre-construction conditions
- ___ The schedule for construction, including implementation of erosion and sediment controls, grading, and site stabilization
- ___ The maintenance schedule for erosion and sediment controls from construction through final stabilization and a description of the maintenance activities to be performed
- ___ A description of proposed stormwater best management practices
- ___ The maintenance schedule for stormwater management facilities and a description of the maintenance activities to be performed

Plans, at a scale not to exceed 1" = 50', details and specifications:

- ___ The proposed individual residence and/or driveway
- ___ The location of any watercourses, wetlands, reservoirs, reservoir stems, or controlled lakes on or adjacent to the property
- ___ The approximate area of site disturbance
- ___ If requested by the Department, proposed topography at two foot contour intervals
- ___ Depictions of proposed erosion controls including:
 - ___ locations
 - ___ designs
 - ___ details
- ___ Depictions of proposed stormwater best management practices including:
 - ___ locations
 - ___ designs
 - ___ details



**APPENDIX B
NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION
APPLICATION FOR REVIEW AND APPROVAL OF
INDIVIDUAL RESIDENTIAL STORMWATER PERMITS**

You are encouraged to participate in an optional pre-application conference to discuss your proposal and any specific requirements for Department review and approval. Please contact the appropriate Department office listed on page 2 of the accompanying Applicant’s Guide to arrange a pre-application meeting.

Applicant/Designated representative:
Name: _____
Address: _____
Phone: _____

Design Professional (if involved):
Name: _____
Address: _____
Phone: _____

Project Location: Address: _____
Town: _____
Subdivision name: _____
Reservoir Basin: _____

Tax Map Parcel: _____
County: _____
Lot number: _____

Submissions must include four copies of all plans and supporting documents, and the following information:

- Project Description
- Plans and Details
- Narrative Report
- Specifications

Also, see Appendix A for a checklist of items to be included in the submission.

Notice of Cost-Sharing Funds

Certain costs incurred in the design, implementation, and maintenance of Individual Residential Stormwater Permits may be eligible for Department funding. Refer to Section 3.3 and Appendix F of the accompanying Guide.

I believe this application to be complete and in compliance with the Watershed Regulations.

(Signature)

(Filing Date)

(Print Name)

Return completed form to:

NYCDEP-Regulatory and Engineering Programs

APPENDIX C
LIMITING DISTANCES
Limitations on New Impervious Surfaces
associated with residences and driveways located anywhere within the Watershed

	Within 300 feet of a reservoir, reservoir stem, or controlled lake	Within 100 feet of a perennial stream	Within 100 feet of an intermittent stream	Within 100 feet of a DEC wetland
Single family homes not in subdivisions §18-39(a)(2)(i), (a)(5)(i) and (ii)	Prohibited	Requires Individual Residential Stormwater Permit	No limitations	Requires Individual Residential Stormwater Permit
Single family homes in subdivisions §18-39(a)(2)(i), (a)(5)(i) and (iii)	Prohibited	Prohibited in new subdivisions and in old subdivisions where work has not begun; requires Individual Residential Stormwater Permit in other old subdivisions*	Prohibited in new subdivisions and in old subdivisions where work has not begun; no limitations in other old subdivisions*	Prohibited in new subdivisions and in old subdivisions where work has not begun; requires Individual Residential Stormwater Permit in other old subdivisions*
New Driveways	Prohibited	Requires an Individual Residential Stormwater Permit (IRSP)	Within 50 feet, requires an Individual Residential Stormwater Permit (IRSP)	Within 50 feet, requires an Individual Residential Stormwater Permit (IRSP)
Non-commercial ancillary improvements or additions to an individual residence §18-39(a)(2)(i)	No limitations	No limitations	No limitations	No limitations

APPENDIX D GLOSSARY

East of Hudson Watershed: East of Hudson watershed means West Branch, Boyd's Corner, Bog Brook, East Branch, Croton Falls, Diverting, Titicus, Amawalk, Muscoot, New Croton, Cross River, Middle Branch, and Kensico Reservoirs, Kirk Lake, Lake Gleneida and Lake Gilead, and their respective drainage basins. The East of Hudson watershed includes parts of Dutchess, Putnam, and Westchester Counties.

Construction or construction activity: means any building demolition, renovation, replacement, restoration, rehabilitation or alteration of any new or existing structure or road.

Driveway: means a route accessible by a motor vehicle between a residential building and a public or private road to provide ingress and egress from the residential building.

Impervious Surface: means an area which is either impervious to water or which substantially prevents the infiltration of water into the soil at that location. Impervious surfaces include, but are not limited to, paving, concrete, asphalt, rooftops, or other hard surfacing materials, and do not include dirt, crushed stone or gravel surfaces.

Individual Residence: means a building consisting of one residential unit.

Intermittent Stream: A watercourse that during certain times of the year goes dry or whose lowest annual mean discharge during seven consecutive days with a recurrence interval of ten years (MA7CD/10) is less than 0.1 cubic foot per second and which periodically receives groundwater inflow. A drainage ditch, swale, or surface feature that contains water only during and immediately after a rainstorm or snow melt shall not be considered to be an intermittent stream.

Limiting Distance: The shortest horizontal distance from the nearest point of a structure or object to the edge, margin, or steep bank forming the ordinary high water mark of a watercourse, wetland, reservoir, reservoir stem, or controlled lake or the contour line coinciding with the reservoir spillway elevation.

New: means any regulated activity undertaken, constructed, installed or implemented after May 1, 1997.

Perennial Stream: A stream that flows throughout the year from source to mouth.

Reservoir stem: Any watercourse segment which is tributary to a reservoir and lies within 500 feet or less of the reservoir.

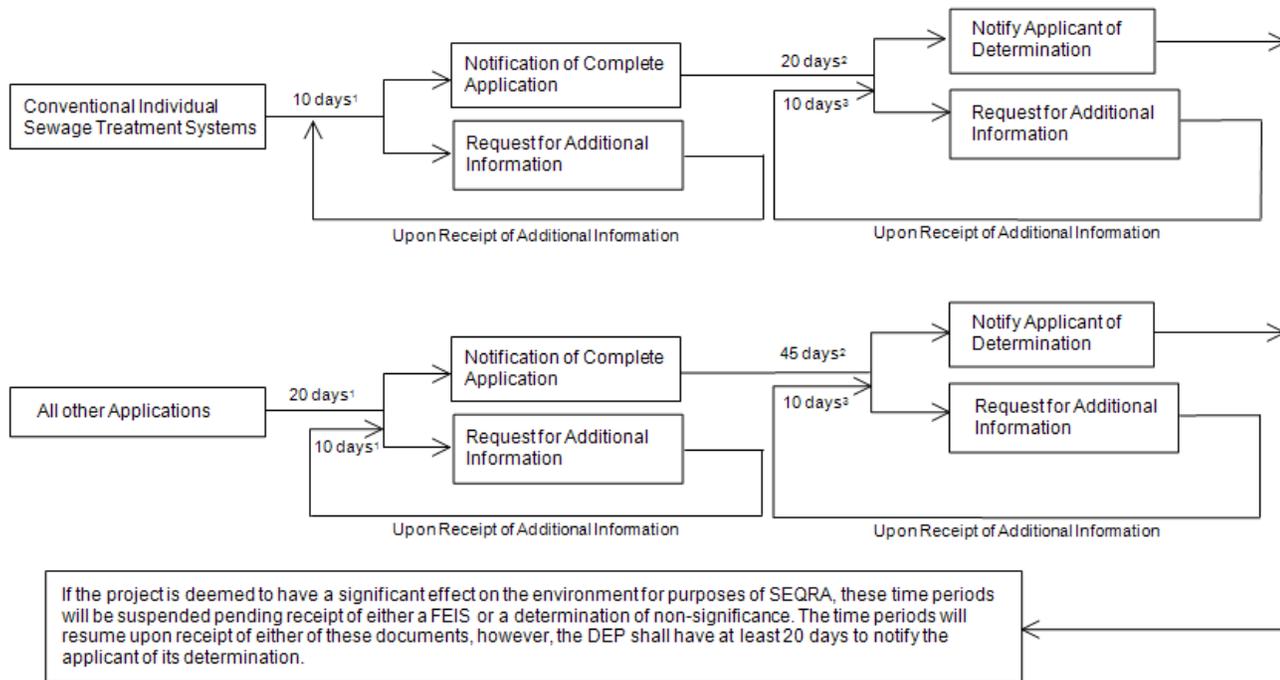
Subdivision: Any tract of land which is divided into five or more parcels of five acres or less, along an existing or proposed street, highway, easement, or right-of-way, for sale or rent as residential lots. A tract of land shall constitute a subdivision upon the sale, rental, or offer of sale or lease of the fifth residential lot therefrom within any consecutive three year period.

Watercourses: Visible paths through which surface water travels on a regular basis, including an intermittent stream, which is tributary to the water supply. A drainage ditch, swale or surface feature that contains water only during and immediately after a rainstorm or a snow melt shall not be considered to be a watercourse.

West of Hudson Watershed: West of Hudson watershed means the Ashokan, Cannonsville, Pepacton, Neversink, Roundout, and Schoharie Reservoirs and their drainage basins. The West of Hudson watershed includes parts of Delaware, Greene, Sullivan, Ulster, and Schoharie Counties.

Wetlands: *means* any area mapped as a wetland by the New York State Department of Environmental Conservation pursuant to the Environmental Conservation Law, which is at least 12.4 acres in size or has been designated as a wetland of unusual local importance.

APPENDIX E PROJECT REVIEW TIMELINES



1. If the DEP fails to notify the Applicant in writing within these time periods, the Applicant may inform the DEP of its failure to do so, and request a determination of completeness in writing. The DEP then has 10 business days to notify the Applicant of the status of the application. If the DEP fails to act within those 10 days, the application will be deemed complete as of the eleventh day. For further information, refer to the guide.
2. If the DEP fails to notify the Applicant in writing within these time periods, the Applicant may inform the DEP of its failure to do so, and request a determination of completeness in writing. The DEP then has 10 business days to notify the Applicant of the status of the application. If the DEP fails to act within those 10 days, the application will be deemed approved, subject to standard conditions. For further information, refer to the guide.
3. If, during the review period, the DEP requests revisions to the application, the review period shall be suspended from the date such request is made until the date on which the DEP receives such revisions, provided that the DEP shall have no fewer than 10 days from the date of receipt to issue a determination. Refer to the Guide and §18-23(d)(4) and (5) for more information.



APPENDIX F
NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION
APPLICATION FOR CITY FUNDS TO PAY THE COSTS OF
STORMWATER CONTROLS REQUIRED BY THE NYC WATERSHED
REGULATIONS FOR NEW INDIVIDUAL RESIDENCES

New York City will pay for design, implementation, and maintenance of stormwater control measures required by the Watershed Regulations that are not otherwise required by federal, state, or local laws or regulations.

1. Applicant: _____ Address: _____
 Phone: _____
2. Description of project: _____
 Location: _____
3. Location of site: East of Hudson (50% of costs) West of Hudson (100% of costs)
4. Date that Individual Residential Stormwater Permit was approved: _____
 DEP Log Number: _____
5. State or federal stormwater approvals required: _____

6. Describe lot constraints that prevent the construction of impervious surfaces outside of the limiting distance: _____

7. Attach the following:
 Approved plans and invoices for which payment is being requested.

Invoice for Stormwater Controls			
Item	Costs Associated With		Incremental Costs
	City Regulations	Federal/State Regulations	
Design	\$	\$	\$
BMP Implementation	\$	\$	\$
Maintenance	\$	\$	\$
Total:	\$	\$	\$

Applicant's Signature

Date

Print Name

Return completed form to:

Regulatory and Engineering Programs

For DEP Use Only

Project Log Number: _____

Reviewer of IRSP: _____

Date of final inspection: _____

Name of inspector: _____

Dollar amount approved:

Item

Amount

Design

BMP Implementation

Maintenance

Total: _____

Date funds disbursed: _____



Request for Pre-Application Conference

BUREAU OF WATER SUPPLY

This request is submitted as recommended by the *Rules and Regulations for the Protection from Contamination, Degradation and Pollution of the NYC Water Supply and its Sources* in anticipation of submission of an application(s) for a regulated activity. New York City Department of

Environmental Protection (DEP) will require "As-Builts" for all regulated activities approved by DEP.

Applicant Information: Check One Owner Prospective Owner Owner's Representative

Name: _____, Telephone: (____) _____ -- _____,

Address: _____, Email: _____

Designated Representative (if other than applicant): _____ Telephone: (____) _____ -- _____,

Email: _____

Site Information: Town: _____, County: _____, Reservoir Basin: _____,

Tax Map Number: Section: _____, Block: _____, Lot: _____, Subdivision Name _____,

Street Address (fire#/road): _____. Are there any unfenced or loose animals on site which

DEP employees may encounter on a site visit, if so please describe: _____

Activity Information:

Residential Number of Residential Units Number of Lots Number of Bedrooms Total

Septic Tank Replacement (only) Commercial:

Describe proposed project: _____,

Is there a stream, watercourse or wetland in the vicinity to the proposed construction (Check One) Yes or No

If Yes, then approximate distance from the construction site: _____ Feet or Yards (Check One)

If Yes to Wetlands: Check which type: NYSDEC regulated _____ ACOE regulated _____ Locally regulated _____

Approximate Land Disturbance; Size _____ Acres or Square Feet (Check One)

New Impervious surface over 40,000 SF; Size _____ Acres or Square Feet (Check One)

Anticipated DEP approvals: (check any that may apply)

Commercial SSTS Residential SSTS SSTS Repair SSTS Alteration/Modification SWPPP

IRSP CPDP WWTP Sewer Connection/Collection System Variance Other

I request that DEP contact the designated representative to schedule (check one or more, as applicable):

Preliminary Site Walk Watercourse Determination Pre-application Conference to discuss Proposal

I request that DEP staff be present at the above referenced site to witness soil testing to be conducted on: Date: _____, at Time: _____. (Seven (7) days' written notice is required)

I understand that DEP will contact me or my Representative to schedule such conference, and that DEP may also request further information regarding my proposed activity. I also understand that this is in no way an Approval Determination. Verbal statements will not be construed as permission to commence construction.

Owner's Signature: _____ **Date:** _____

Return To: DEP- Regulatory & Engineering Programs: 71 Smith Avenue, Kingston, NY 12401, Fax 845-338-1371; or
465 Columbus Ave, Valhalla, NY 10595, Fax 914-773-0343; or 20 NYC Highway 30A, Downsville, NY 13755, Fax 607-363-7014;
or P.O. Box 565, Grand Gorge, NY 12434, Fax 607-588-6660; or P.O. Box 358, Grahamsville, NY, 12740, Fax 845-334-7175