

**GUIDELINES FOR SUBMITTAL OF CERTIFIED CHECK(S) OR MONEY ORDER(S) IN  
LIEU OF A PRIVATE SEWER CONNECTION BOND TO  
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION**

1. Obtain Private Sewer owner's name and address from the local Water & Sewer Records office (Local Office), and a consent form for sewer connection(s).
2. Mail a certified letter to the owner of the Private Sewer requesting her/him to sign and notarized the consent form to connection of your property's sewer connection(s) to the Private Sewer.
3. Submit the original owner's consent form to the local office to apply for a sewer connection permit.
4. If the certified letter to the Private Sewer owner cannot be delivered by the U.S. Postal Office Service, submit a notarized letter to the local office along with evidence that the certified letter cannot be delivered.
5. The notarized letter mentioned in (4) above should identify the applicant's name, address and telephone number and should contain information regarding the property to be connected (the address, the block & lot number) to the Private Sewer. The letter should be addressed to:

NYC DEP  
59-17 Junction Blvd,  
Corona, 11368  
Attn: Chief, Division of Permitting & Connection

6. Attach the "Missing Owner Private Sewer Affidavit" form signed and notarized.
7. Attach a certified check payable to **NYC Water Board**, for an amount instructed by the Local office (minimum \$250.00) per lot, in lieu of a bond.
8. Attached a copy of the Site Connection proposal/House Connection proposal.