



DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF WATER AND SEWER OPERATIONS

DIVISION OF REVIEW AND CONSTRUCTION COMPLIANCE

CHECKLIST FOR THE SUBMISSION OF DRAINAGE PROPOSALS

DATE: \_\_\_\_\_

Location of the project: \_\_\_\_\_

Borough: \_\_\_\_\_

City drainage plan number (submit a full size copy) \_\_\_\_\_

Type of the proposed sewer(s) or drain(s) \_\_\_\_\_

Name and address of the Owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of the engineer or architect:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL ITEMS APPLICABLE TO THIS PROJECT ARE SUBMITTED  
HEREWITH**

- |    |                          | <u>APPLICABLE ITEM</u>   |                          |  |
|----|--------------------------|--------------------------|--------------------------|--|
|    |                          | YES                      | NO                       |  |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Four (4) sets of the 24" x 36" prints of the Drainage Proposal plans prepared in accordance with requirements of section 23-02 of the Rule and all applicable appendices thereto, and signed and sealed by a New York State licensed professional engineer or registered architect.  |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of the hydraulic computations for the design of the proposed sewers or drains, prepared in standard format of the Department accompanied by a tributary area work sheet, and evidence of the adequacy of the existing outlet.   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | As-built drawings of the existing outlet(s) for the proposed sewer(s) or drain(s). [If such records are not available, submit a sewer route survey showing the sewer or drain size, type, material, and invert/rim elevations at manholes]. If the elevations shown on the route survey are within a reasonable range of the elevations shown on the as-built, then elevations on the route survey will take precedence. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of the survey of the Proposed development and the location and route(s) of the proposed Private drain (s) prepared or updated no more than one year prior to the date of submission of Drainage proposal by a professional land surveyor licensed by the State of New York, and prepared in accordance with the requirements of Appendix A-6 of the Rule.   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A letter from the office of the borough president of the county in which the Proposed development is located verifying the legal status and ownership of the bed of the street(s) wherein the proposed Private drain(s) will be installed.   |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of prints of the builders pavement plan as filed with the City.   |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Request to or approval from the New York City Department of Buildings (NYCDOB) or Department of Transportation (NYCDOT) for the waiver of street improvement to legal grade elevations, if applicable.   |

8.    [ ]    [ ]    Two (2) sets of prints of boring logs taken at the approximate locations of the proposed on-site drywells, showing he subsurface elevation, and prepared in accordance with the requirements of the Appendix A-8 of the Rule. The number of borings to be taken should be in the range of our borings per acre.
9.    [ ]    [ ]    A copy of the portion of the latest tax map(s) of the Proposed development as attested by the City surveyor. Sheet no. \_\_\_\_\_, date \_\_\_\_\_ (Submit full size set).
10.   [ ]    [ ]    A copy of the latest Final map, if applicable, the Alteration map as attested by the City surveyor. sheet no. \_\_\_\_\_, date \_\_\_\_\_ (Submit full size set).
11.   [ ]    [ ]    A draft copy of the Applicant’s offering plan (prospectus) or an affidavit in lieu of said plan for the proposed Homeowner’s association or Condominium association, if applicable. Said documents must be in conformance with the standard form of Section 4-02 of the Guidelines.
12.   [ ]    [ ]    All applicable legal documents to support the application as outlined in section 23-03 of the Rule. Specify the documents submitted.
- i.       \_\_\_\_\_
- ii.      \_\_\_\_\_
- iii.     \_\_\_\_\_
- iv.     \_\_\_\_\_
- v.      \_\_\_\_\_
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
13.   [ ]    [ ]    A permit or a letter from the New York State Department of Environmental Conservation (NYSDEC), if the Proposed development is in close proximity of a fresh water wetlands.

14. [ ] [ ] Proposed outfalls to the open waterways (river, harbor, tidal creek, etc.), require the following documentation.
- i. A letter from the US Army Corps of Engineers indicating their requirements.
  - ii. A letter from the NYCDEC indicating their requirements.
  - iii. A letter from the New York City Department of Business Services indicating their requirements.
15. [ ] [ ] If the Proposed development requires construction of on-site Private sewage treatment plant or Private pumping station in residential district to serve 50 or more Dwelling units, the following items should be submitted.
- i. Approval from the New York City Department of Buildings (NYCDCP).
  - ii. A conceptual approval from the New York City Department of Buildings (NYCDOB) for the proposed construction of the Private sewage treatment plant or private pumping station with appropriate conditions and safeguards as prescribed by the NYCDCP.
  - iii. Approval from the New York City Department of Health (NYCDOH) and the Department's Bureau of Wastewater Pollution Control for the proposed Private sewage treatment plant or Private pumping station facilities including the effluent force main.
  - iv. A copy of the initial franchise application as filed with the NYCDOT Division of Franchises, Concessions and Consents for the proposed installation and maintenance of a private sanitary force main within a Finally mapped street owned by the City.
  - v. A restrictive declaration executed by the Applicant which will impose upon him the obligation to create a Homeowners' association or Condominium association to own, maintain, and operate the Private sewage treatment plant or Private pumping station with appropriate conditions and safeguards as prescribed by the NYCDCP.
16. [ ] [ ] If the proposed Private drain(s) will outlet into an existing Private sewage treatment plant or a Private pumping station, the following items should be submitted.
- i. A consent from the owner of the Private sewage treatment plant or Private pumping station.
  - ii. Approval from the NYCDOH, and the Bureau of Wastewater Pollution Control of the Department.

17.                    If the Proposed development requires construction of a private on-site Detention basin to accommodate both on-site and off-site stormwater runoff, the following items should be submitted.
- i.        A Tax map or Tentative lot sheet showing the delineation of the private on-site Detention basin on a separate Tax Lot.
  - ii.       Hydraulic computations related to the design and sizing of the private on-site Detention basin.
  - iii.      A declaration of maintenance in conformance with the indemnity requirements of Section 23-04 (c) of the Rule.
18.                    If the Proposed development requires a change or modification in the official City map, the following items should be submitted.
- i.        A copy of the application as filed with the NYCDC for the proposed map change.
  - ii.       A copy of the Alteration map prepared in conjunction with the NYCDCP application.
  - iii.      A copy of the amended City drainage plan reflecting the new street pattern created by the proposed mapping action.
19.                    A review fee payable to the New York City Water Board for the Drainage Proposal in accordance with the latest fee pattern established by the NYC Board of Water Registry  
Amount:\$\_\_\_\_\_).
20.                    Others (please specify)\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The plans with all the above information and supporting documents have been checked by the undersigned as to their completion, accuracy and legibility.

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
or R.A. license number \_\_\_\_\_

