



**THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED TO DEP IN ORDER TO
SCHEDULE A PRE-APPLICATION MEETING**

Documentation	How to obtain
<ul style="list-style-type: none"> ● As-Built drawing of the existing outlet sewer 	Borough Local Records Office*
<ul style="list-style-type: none"> ● City Drainage Plan “Drainage Plan” – A plan for the proper sewerage and drainage of the City of New York or any part thereof prepared and adopted in accordance with Section 24-503 of the Administrative Code of the City of New York 	Request for Information form: To download this form go to 1. www.nyc.gov/dep 2. Click of Forms and Permits 3. Click on Water & Sewer Forms
<ul style="list-style-type: none"> ● Existing Sewer Map, Sewer Index Map, or I & I Map 	Borough Local Records Office *
<ul style="list-style-type: none"> ● Sanborn Map Large-scale plans containing data that can be used to estimate the potential risk for urban structures. Information such as the outline of each building, the size, shape and construction materials, heights, and function of structures, location of windows and doors along with street names, street and sidewalk widths, property boundaries, building use, and house and block numbers are found on these plans. 	Borough Local Records Office *
<ul style="list-style-type: none"> ● Tax Map Document showing information pertaining to a parcel of land subject to Property Taxes. Refer to Section 11-203 of the Administrative Code of the City of New York. 	Department of Finance
<ul style="list-style-type: none"> ● Tentative Lot Sheet (If Applicable) Proposed tax lot as shown on the "Request to Real Property Assessment, Department of Surveying, Division for Tentative Lot Numbers” 	Department of Finance
<ul style="list-style-type: none"> ● Site plan Plan showing proposed design 	Applicant’s responsibility

If the project was previously filed as a DOB self-certified application and was audited by DEP, please provide a copy of the DOB application and a copy of the rejection letter.

Please forward the documents listed above along with a cover letter describing the project to:

Guo Zhan Wu, P.E., Chief
 Acting Chief, Site Connection, Green Infrastructure and Plan Review
 59-17 Junction Boulevard, 3RD Fl. Low-Rise
 Flushing, NY 11373

Please send your question to the support line at 718-595-4325 or sewerinfo@dep.nyc.gov.

* DEP Borough Records Offices
 Manhattan – 100 Church Street, 10th Floor, NY 10013; Tel.(212) 602-8604
 Bronx- 1932 Arthur Avenue, Rm. 607, Bronx, NY 10457; Tel. (718) 579-6966, 88, 69, 70, 18
 Brooklyn – 250 Livingston Street, 8th Fl., Brooklyn, NY 11201; Tel. (718) 923-2671, 75
 Queens – 120-55 Queens Boulevard, 1st Fl., Kew Gardens, NY 11415 (718) 286-2600
 Staten Island- 60 Bay Street, Staten Island, NY 10301 (718) 876-6826, 23