

DEP FOIL Frequently Requested Records:

PLEASE READ THIS BEFORE SUBMITTING A FOIL REQUEST. Many of the documents you seek, may already be publicly available online. Links to some of the most frequently requested records are posted below. Before submitting your FOIL request, please look through those websites. You may not need to file a FOIL request at all.

Please also be aware that DEP manages and conserves New York City's water supply, as well as certain limited areas in Nassau County and lower Westchester. *Requests for water bills or other records relating to properties located outside DEP's jurisdiction, including New Jersey, and most of Westchester and Long Island, should be directed to those water suppliers.*

- **Phase I requests:** Copies of **boiler permits** filed with DEP may be found at: <https://a826-web01.nyc.gov/DEP.BoilerInformationExt/>. Responses to any FOIL requests for the environmental conditions of a property assumes that you have reviewed this website for any relevant records.
- **ECB Violations: Notices of Violations** of the air or noise codes may be found on the NYC Office of Administrative Tribunal & Health's website: <http://www.nyc.gov/html/oath/html/ecb/find.shtml>.
- **Compliance reports:** Certain records relating to the Gowanus Canal site may be available on the Environmental Protection Agency's website here: <https://cumulis.epa.gov/supercpad/cursites/csitinfo.cfm?id=0206222>. In addition, certain records relating to Newtown Creek may be available on the Environmental Protection Agency's website here: <https://cumulis.epa.gov/supercpad/cursites/csitinfo.cfm?id=0206282>.
- **Liens on a property:** Liens from **overdue water and sewer charges**, may be found on NYC Department of Finance's website: <http://webapps.nyc.gov:8084/CICS/fin1/find001>
- Please also look through **DEP's website** (<http://www.nyc.gov/html/dep/html/home/home.shtml>) for various documents.

Also, before submitting your FOIL request, decide whether you seek access to information that is entitled to confidential treatment, or is otherwise exempt from disclosure under FOIL. *Excluding such information from the scope of your request will likely speed up the response time.*

DISCLAIMER:

The New York City Department of Environmental Protection makes no representations or warranties, express or implied, as to the quality, accuracy, completeness or reliability of the referenced websites listed hereunder and is not liable for any damages, direct or indirect, sustained as a result of the use of, or reliance upon, any such websites. Neither the Department of Environmental Protection, nor any of its officers or employees, shall have any liability whatsoever with respect to the use of, or reliance upon, the listed websites by the recipient or any third party.

NEW YORK CITY ENVIRONMENTAL PROTECTION

FOIL Request Form

Please complete the form below and send it either by mail to: Records Access Officer at NYCDEP, 59-17 Junction Blvd., 19th Fl., Flushing, NY 11373; or fax: 718-595-6543; or email: FOIL2@dep.nyc.gov.

If responsive records are located, you will be notified and informed of the required payment. Advance payment is required in check or money order payable to the NYC DEP at a cost of \$.25 per page, or actual cost of reproduction before documents will be released.

1. Check one: Under Article 6 of the New York State Public Officers Law ("FOIL"), I hereby apply to:
 Inspect copies; or Receive copies of the following records.
2. Check one: Is this FOIL request the subject of ongoing litigation against New York City? Yes; or No.
3. Specify/Describe the records you are requesting in detail. Include any relevant location, address, permit #, complaint #, court index #, incident date, etc. If applicable, please submit separate requests for multiple locations, account #'s or incidents. **Attach additional sheets as needed.**

4. Location: (If possible, list full street address, including borough)

5. Time frame/Date of Records: _____
6. Requestor's Name: _____ Email: _____
Entity/Firm: _____ Phone: _____
Address: _____
Signature _____ Date: _____

Please be advised that your request is important to us and will be processed as expeditiously as possible. However, because of the volume of requests received by the NYC DEP, your acknowledgement letter may be delayed. A denial, in whole or in part, may be appealed within 30 days of the determination by writing to the NYC DEP FOIL Appeals Officer, at 59-17 Junction Blvd., 19th Fl., Flushing, NY 11373