



**SEWER SELF CERTIFICATION**  
 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 BUREAU OF WATER & SEWER OPERATIONS

SITE CONNECTION PROPOSAL FORM  
**VALID FOR TWO (2) YEARS**

SC    -    /
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**A. PROJECT DATA:**

Borough of \_\_\_\_\_ Building Dept. No (s) \_\_\_\_\_  
 Tax Block \_\_\_\_\_ Lot (s) \_\_\_\_\_ Zoning \_\_\_\_\_ Map No. \_\_\_\_\_  
 Project Location \_\_\_\_\_  
 Site Area \_\_\_\_\_ (sq. ft.) Attached NYC Water Board Review Fee \$ \_\_\_\_\_

**B. PROJECT USE:**

TYPE:     1, 2, 3, Family     Multiple Dwelling     Commercial \_\_\_\_\_  
 Number of Buildings \_\_\_\_\_ Total Number of Dwelling Units \_\_\_\_\_  
 Ownership:  Fee Simple     Condominium     Home Owner Association     Other \_\_\_\_\_

**C. SITE CONNECTIONS REQUESTED:**

Total Developed Site Storm Flow \_\_\_\_\_ cfs  
 Allow. Storm Flow to the Sewers \_\_\_\_\_ cfs  
 Detention     Retention

	Sanitary	Storm	Comb.	Drywells
No. Requested	_____	_____	_____	XXXXXXX
Size	_____	_____	_____	XXXXXXX
Material (s)	_____	_____	_____	XXXXXXX
Total Q (s)	_____	_____	_____	_____

**D. CONNECTION INFO:**

1.  Connection to exist:  
            Spur     Riser     Curb Connection
2.  Proposed New Riser
3.  Fold Spur in
4.  Drill in
5.  M.H. Conn.     Exist.     Prop.
6.  Reuse Plugged Connections

**Note:**    The property owner is responsible for plugging all inactive pre-existing sewer connections.

**E. SUPPORT DOCUMENTS:**

- \*1. Site Plan – 6 copies with hydraulic calculations \_\_\_\_\_
  - \*2. Survey – 3 copies with watercourse note \_\_\_\_\_
  - \*3. Tentative Lot Number Request Form – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
  4. Department of Buildings Amendment – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
  - \*\*5. Condo/HOA Prospectus or Affidavit – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
  6. Industrial Waste Approval – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
  7. Builders Pavement Plan – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
  8. Boring Logs – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
  9. Other (Specify) \_\_\_\_\_ Attached \_\_\_\_\_
- \* Requires PE/RA Stamp and Original Signature (L.S. for Survey)  
 \*\* Must be Notarized

**F. LOCATION PLAN:**

As Shown Below     See Attached Location Plan Attachment "F"  
 (8 ½ x 14 Size)

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**G. SEWER INFORMATION:**

PUBLIC

1. There (is) (is not) a sanitary sewer fronting the property available for connections. SIZE \_\_\_\_\_
2. There (is) (is not) a storm sewer fronting the property available for connections. SIZE \_\_\_\_\_
3. There (is) (is not) a combined sewer fronting the property available for connections. SIZE \_\_\_\_\_
4. Sanitary discharge tributary to:
 

Location

City Treatment Plant - \_\_\_\_\_
5. Distance to, and location of nearest allowable drainage plan sewer:
  - a) Sanitary Outlet \_\_\_\_\_
  - b) Storm Outlet \_\_\_\_\_
  - c) Combined Outlet \_\_\_\_\_

**H. WATERCOURSE INFORMATION:**

There is is not a watercourse traversing the development site.

Topo. Map No. \_\_\_\_\_

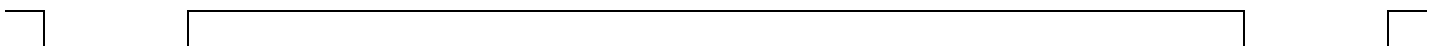
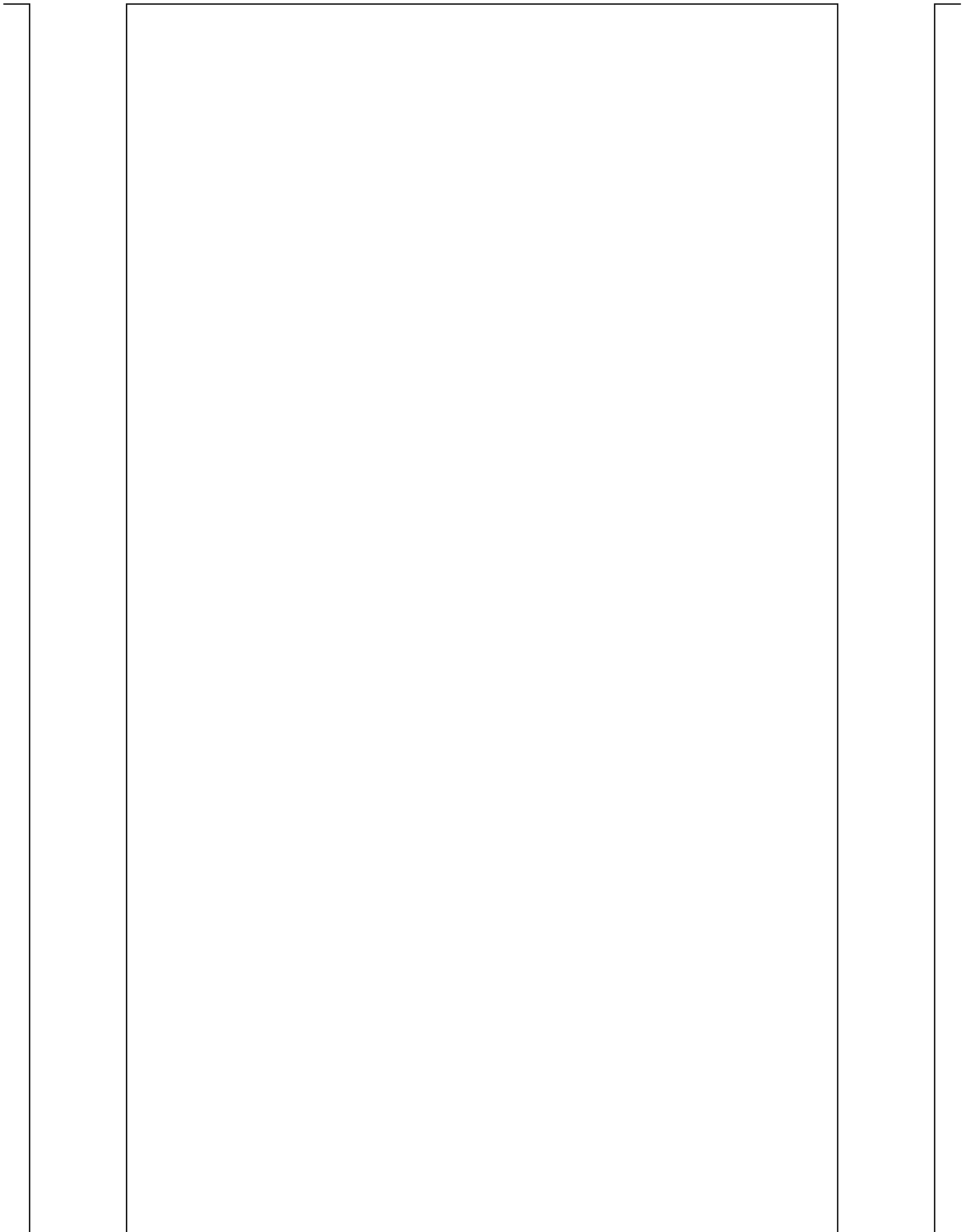
**Statements and Signatures** Complete the appropriate sections and sign below. All professionals must affix their seal

<b><i>APPLICANT</i></b>				
<b><u>IDENTIFICATION OF RESPONSIBILITIES</u></b>				
I hereby state that the above information is correct and complete to the best of my knowledge and is in compliance with all applicable Administrative Code Provisions and all Department Rules, Regulations, and Directives, except where noted.				
Falsification of any statement is a misdemeanor under section 26-124 of the Administrative Code and is punishable by a fine or imprisonment, or both.				
It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for consideration. Violation is punishable by imprisonment or fine, or both.				
Name of Applicant	Phone Number		<div style="border: 1px dashed black; border-radius: 50%; width: 80%; height: 80%; margin: auto;">                     P.E. or R.A. Original Seal                 </div>	
Address	City	State		Zip Code
Signature	Date			
<b><i>OWNER</i></b>				
I hereby state that I have authorized the applicant to perform the work specified herein, and agree to indemnify and save harmless to the fullest extent permitted by law, the City of New York, the New York City Water Board, and the New York City Municipal Water Finance Authority (hereinafter collectively called "the City") and their, respective officers, representatives, agencies, contractors, servants and employees from and against any and all claims, suits, actions, proceedings, and losses ("claims and losses") that may arise from the construction, maintenance, operation, or use of any connection to the City Sewer System that I or my contractor connect to the City Sewer System from the subject site after the date of this certification and prior to the issuance of this certification and prior to the issuance of the certificate of inspection by the City Department of Environmental Protection.				
Name of Owner	Phone Number			
Address	City	State	Zip Code	
Signature	Date			

# ATTACHMENT "F"

LOCATION PLAN:

PE/RA  
signature and  
original seal



**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
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**GUIDELINES FOR FILLING OUT SELF CERTIFIED SITE CONNECTION (SCP) FORM**

*This form can not be used for the following:*

- 1- Development/Project is not filed with NYCDOB.
  - 2- Existing sanitary/combined sewer is not fronting but is available.
  - 3- Storm/Combined sewer extension is feasible.
  - 4- Proposed connection to a sewer which does not front the site.
    - a. Skewed connection.
    - b. Easement connection.
    - c. Subject to deed restriction.
    - d. Under the curb storm connection to existing or proposed catch basin via gutter flow.
    - e. Franchised sanitary force main connection.
    - f. End manhole spur extension.
  - 5- Proposed connection to private sanitary drain discharging into private treatment plant or private pumping station.
  - 6- Proposed connection to non-drainage plan sewers.\*
  - 7- Proposed connection to private sewer or drain to be built by the developer, prior to posting of private sewer/drain construction bond.
  - 8- Mapping, demapping or condemnation action, street widening, NYSDEC wet lands permit, watercourse traversing site, or "green building." City easements running thru property.
  - 9- Proposed sanitary connection to intercepting sewer.
  - 10- DEP order to connect to sanitary sewer.
  - 11- Part of tax lot.
  - 12- Master Plan with phases.
- \* Does not apply to 8" dia. or more private sanitary drain and is not connected to private treatment plant or private pumping station.

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Following are minimum submission requirements for all Site Connection Proposal submissions. It is incumbent upon the applicant to provide all other data, calculations, plans, etc. that will support and clarify the applicant's proposal for the disposal of all storm and sanitary drainage from the subject development.

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**GENERAL:**

1. The Site Connection Proposal form shall be filed to obtain sewer information certification for all developments other than fee simple 1, 2, or 3 family dwellings without commercial use, with individual connections to existing sewers fronting the property.
2. All submissions must be made to the Bureau of Water & Sewer Operations of the Department of Environmental Protection. Submit six (6) copies of the SELF CERTIFIED SITE CONNECTION PROPOSAL form with all sections completely filled out. If an item is not applicable to the proposed project insert N.A. for "not applicable".
3. All proposed connections shall be in compliance with the latest DEP rules, regulations and sewer design standards.
4. Applicant submitting Site Connection Proposals must be either a New York State Licensed Professional Engineer or a New York State Registered Architect.
5. All supporting documents, plans, survey, as-built sewer records, drainage plan, amendments, affidavits, calculations, boring logs, etc. must accompany the Site Connection Proposal at the time of submission.
6. Each document requiring a P.E., R.A. or L.S. stamp must have an original stamp. Signatures accompanying such stamps may be facsimile signatures. All documents required to be notarized must be original documents with original signatures and original corporate seals. Photo copies of notarized documents are not acceptable.
7. A check for the review fee based upon the latest rate of \$0.02 per square foot for the first 10 acres and

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\$0.015 per square foot of total site area over 10 acres with a minimum of \$325.00, as established by the New York City Water Board and payable to the same, will be required before the submission will be scheduled for review. If more than one site is included on the same application form each site is subject to the above stipulation.

8. The applicant for sewer self-certification of the Site Connection Proposal must complete, seal, and sign the identification of Responsibilities statement on the form.
9. The owner must complete and sign the owner's statement box on the form.
10. INCOMPLETE, INCORRECT, OR ILLEGIBLE submissions will be returned without review.

**SECTION A:**

1. Provide the appropriate Building Department application number.
2. If application has been made for tentative block and/or lot number (s) fill in the tentative block/or lot number(s), in the appropriate place. All other documents, plans, etc. must be consistent with the number(s) shown in section A. Note: include with your submission three (3) copies of the tentative lot number request form, each with the applicant's original stamp and signature.
3. Provide the appropriate zoning designation and zoning map number in which the project is located.
4. Indicate the total site area in square feet.
5. Indicate amount of review fee as computed in accordance with general item 7 above and attach a check for the same amount payable to the New York City Water Board.

**SECTION B:**

1. Indicate building and site use. Identify specific commercial, industrial, or other use where applicable, e.g., restaurant, car wash, warehouse, gas station, hospital, textile factory, etc. Indicate all mixed uses such as residential with offices, residential and commercial (stores), etc.
2. Indicate both the types of building and ownership, the number of buildings, and the total number of dwelling units, if any.

**SECTION C:**

1. The proposed method of disposal of all sanitary, storm, or combined discharge from the site must be indicated in this section and on the site plan. (See Section E.)
2. Storm flow to the sewers must be restricted to the allowable based on the DRAINAGE PLAN or the APPROVED DRAINAGE PROPOSAL and shown on the form along with the total developed site storm flow. If detention and/or retention of storm flow is proposed the appropriate boxes must be checked. Storm flow to combined sewers must be restricted to the allowable flow when the allowable flow is less than 0.25 cfs. When the allowable flow is greater than 0.25 cfs, the release rate to the combined sewer must be restricted to 10% of the allowable flow or 0.25 cfs, whichever is greater.
3. Show the number, type (sanitary, storm, combined), and diameter of each connection requested and the total Q for sanitary, storm, and combined flow separately. In those situations where design conditions flow separately. In those situations where design conditions mandate the use of one specific pipe material, the applicant shall affix a note on the Site Connection Proposal form, the site plan, and attachment "F" indicating that no substitution of material is permitted. Any proposed storm flow to drywells must be shown under the appropriate column.
4. On the site plan, for each connection requested the applicant must provide hydraulic calculations showing how these discharges were obtained – see site plan requirements in section E.
5. If detention facilities and a controlled flow device are used to restrict the storm flow it must be noted on the SCP form, site plan and on attachment "F".
6. Direct connections to interceptor or branch interceptors are not allowed.

**SECTION D:**

CHECK THE APPROPRIATE BOXES FOR THE METHOD OF CONNECTION PROPOSED AS DESCRIBED BELOW AND SHOW THE DIAMETER AND TYPE FOR EACH CONNECTION PROPOSED

1. Use existing spurs, risers, or curb connections if the proposed connection has the same diameter.
2. The applicant may propose to install a new riser, if required in accordance with DEP Sewer Design

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Standards.

WHERE NO SPUR OR RISERS EXISTS, OR AN EXISTING SPUR OR RISER IS UNUSABLE THE FOLLOWING METHODS OF INSTALLATION SHALL BE USED:

3. Fold spur in: Six (6) inch diameter house connections to sewers less than 10" in diameter must be made by replacing three sections of sewer with two straight sections and a central spur piece.
4. Coring: An approved coring machine shall be used to cut into the city sewer for the purpose of permanently affixing a spur when:
  - a. The new house connection is 6" diameter and the sewer into which it will be connected is 10" or larger; or
  - b. The new house connection is 8" diameter and the sewer into which it will be connected is 12" or larger; or
  - c. The new house connection is 10" in diameter and the sewer into which it will be connected is 24" or larger ,or
  - d. The new house connection is 12" to 16" in diameter and the sewer into which it will be connected is 48" or larger.
  - e. Connections to brick sewers, if no spur or riser is available, should be made by coring in accordance with DEP requirements.
  - f. No coring of the following sewers shall be permitted:
    - i. Clay pipe sewers on soil bedding without concrete cradle.
    - ii. Cement pipe sewers.
5. Manhole Conn: When the new connection is 10" in diameter and the sewer into which it will be connected is smaller than 24" in diameter, or when a 12" to 16" diameter house connection is to be made to a sewer under 48" diameter, or an 18" diameter or larger connection is to be made to sewer of any size, a manhole shall be used to accommodate such connection. If no manhole exists, a new manhole shall be required. Details must be shown for all connections over 15", whether to a manhole or directly to the sewer.
6. Reuse of legally plugged connections must be in compliance with DEP requirements.

**SECTION E:**

1. Provide six (6) copies of the site plan, each with applicant's signature and original stamp. All of the required information indicated in Sections B, C, D, and F, shall also apply to the information required to be shown on the site plan. Site plans must be to scale and no larger than 30" x 40". Title of projects, owner name, date originally submitted and revision dates (if applicable) must appear on the site plan. In addition, the following requirements also apply:
  - a. Indicate distance of site from nearest intersecting streets, avenue, etc.
  - b. Existing, legal and proposed grades must be clearly shown for the bounding streets. Existing and proposed grades must be shown for the site.
  - c. A pool of any kind should be clearly shown on the site plan, as to size, capacity, and location, must drain to a sanitary or combined sewer. Self certified Site Connection Proposal form is not an approval of the swimming pool discharge. A SEPARATE FILING IS REQUIRED after certificate of inspection (C of I) has been issued.
  - d. Specific details must be shown for connections larger than 15" to a sewer or manholes, drop pipe manholes, and pressure relief manholes
  - e. ON the site plan, show separately in square feet the paved, roof, grass, and dirt area. Include in addition any other surface not mentioned. The total site plan area must be shown and must be the same as the sum of the component areas.
  - f. On the site plan, show the hydraulic loading and all hydraulic calculations for both sanitary and storm discharge, actual and allowable:
    - i. Sanitary flow should be computed based on zoning in accordance with DEP sewer design criteria, not based on fixture units.
    - ii. Design industrial/manufacturing waste flow must be computed by standard DEP design criteria which uses 10,000 gallons per acre per day times the appropriate factors based on zoning.
    - iii. Design storm flow must be calculated by standard DEP design criteria using a rainfall



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5. For connections to combined sewers where a combined site connection is requested, the following criteria is to be followed:
  - a. For combined sewers that will remain combined, the combination of the sanitary and storm drains should be done at the property line within the site.
  - b. For combined sewers where future separation is possible, the storm and sanitary drains should remain separated within the site and be combined into one connection outside the property line.
6. Show all proposed and existing site connections to the sewer(s). Additionally show:
  - a. Size, diameter;
  - b. Type (sanitary, storm, or combined);
  - c. In those situations where design conditions mandate the use of one specific pipe material, the applicant shall affix a note to the form, the site plan, and attachment "F" indicating that no substitution of material is permitted.
  - d. Invert elevation of the connection at the building line and at the point of entry to the sewer, and the invert of the sewer at the point of the connection. Calculate and show pitch of the connection(s);
  - e. Distance from the building to the sewer(s);
  - f. No horizontal bends on house connections will be permitted outside the property line.
7. A clean out manholes immediately inside the property lines is required for all common internal sanitary, combined, or storm drains which serve multiple lots.
8. Common internal sanitary or storm drains which serve multiple lots may not run under buildings unless proper access is provided for maintenance, repair, or replacement.
9. The connection to the existing manhole or sewer should be made approximately perpendicular.
10. At the point of entry to a circular sewer the invert elevation of the connection should be between two and one o'clock (75% to 92% of diameter of the sewer).
11. The crown of a connection to a reinforced concrete box sewer should be 12" below the inside top of the sewer.
12. The invert of connections to manholes must be at least 3" above the bench, and the inner top of the connection should not lower than the inner top of the sewer.
13. When site connections are to be made to new or existing manholes, a drop pipe manhole is required when the invert of the house connection is 4 feet or more above the spring line of the sewer.
14. When the Department of Buildings approves the use of an internal ejector system to serve more than one building, the ejector must discharge into a standard pressure relief manhole on the owner's property, and then flow by gravity into the existing street sewer. The inflow and outflow pipes should offset from each other horizontally and vertically. Show detail drawings of such manhole with dimensions on the site plan.
15. If detention of site storm flow by roof detention is proposed, the following note should be shown on the site plan: "roof flow of \_\_\_\_cfs will be restricted to \_\_\_\_cfs by means of detention facilities and controlled flow devices".
16. If detention of site storm flow by detention facilities other than roof detention is proposed, the following note should be shown on the site plan: "storm flow of \_\_\_\_cfs will be restricted to cfs by means of detention facilities and controlled flow devices".

**SECTION G:**

1. Complete items 1, 2, 3, 4, and 5. Existing sewer information is to be obtained by the applicant from the Borough Local Water and Sewer Office wherein the project is located. Drainage plans are obtained by the applicant from the Drainage Plan and Records Management Unit, located at 59-17 Junction Boulevard, Flushing, New York 11373.

**SECTION H:**

Indicate whether there is a watercourse traversing the development site and indicate the Topographical Survey Map number of the Borough wherein the project is located.