



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER & SEWER OPERATIONS

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

[SC / ]



**A. PROJECT DATA:**

Borough of \_\_\_\_\_ Building Dept. No (s) \_\_\_\_\_  
Tax Block \_\_\_\_\_ Lot (s) \_\_\_\_\_ Zoning \_\_\_\_\_ Map No. \_\_\_\_\_  
Project Location \_\_\_\_\_  
Applicant \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Owner \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**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)	_____	_____	_____	_____

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

**D. CONNECTION INFO:**

- Connection to exist:  
 Spur  Riser  Curb Connection
- Proposed New Riser
- Fold Spur in
- Drill in
- M.H. Conn.  Exist.  Prop.
- Reuse Plugged Connections

**E. PRIVATE SEWER/DRAIN DATA:**

- P.D. Plan No. \_\_\_\_\_ Date Approved \_\_\_\_\_ Expiration Date \_\_\_\_\_
- Date Construction Permit Was Issued \_\_\_\_\_
- Date Sewer Was Accepted By DEP \_\_\_\_\_
- Sanitary Discharge Tributary to:

		Location
Private Sewage Treatment Plant	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Private Pumping Station	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Private Sewer	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____

**F. LOCATION PLAN:**

- As Shown Below  See Attached Location Plan Attachment "F" (8 1/2 x 14 Size)

**G. 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. Owner’s Consent for STP/PS Connection – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- 5. Department of Health Approval – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- 6. Department of Buildings Amendment – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- \*\*\*7. Condo/HOA Prospectus or Affidavit – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- 8. Industrial Waste Approval – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- 9. Associated Mapping/Demapping Action – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- 10. Builders Pavement Plan – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- 11. Boring Logs – Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_
- 12. Other (Specify) \_\_\_\_\_ Attached \_\_\_\_\_

\* Requires PE/RA Stamp and Original Signature (L.S. for Survey)  
 \*\* Must Be Notarized and have Corporate Seal  
 \*\*\* Must be Notarized

**SEWER INFORMATION CERTIFIED BY DEP**

		<u>PUBLIC</u>	<u>PRIVATE</u>
1. There <u>(is)</u> <u>(is not)</u> a sanitary sewer fronting the property available for connections.	SIZE	_____	_____
2. There <u>(is)</u> <u>(is not)</u> a storm sewer fronting the property available for connections.	SIZE	_____	_____
3. There <u>(is)</u> <u>(is not)</u> a combined sewer fronting the property available for connections.	SIZE	_____	_____
4. Sanitary discharge tributary to:			
City Treatment Plant -	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<u>Location</u>
Private Sewage Treatment Plant -	<input type="checkbox"/> NO	<input type="checkbox"/> YES	_____
Private Pumping Station -	<input type="checkbox"/> NO	<input type="checkbox"/> YES	_____
5. Distance to, and location of nearest allowable drainage plan sewer:			
a) Sanitary Outlet _____			
b) Storm Outlet _____			
c) Combined Outlet _____			

**CERTIFICATION, RESTRICTIONS, SPECIAL CONDITIONS:**

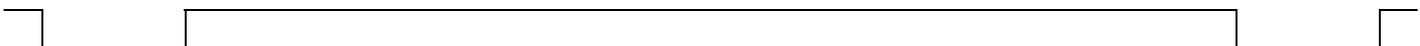
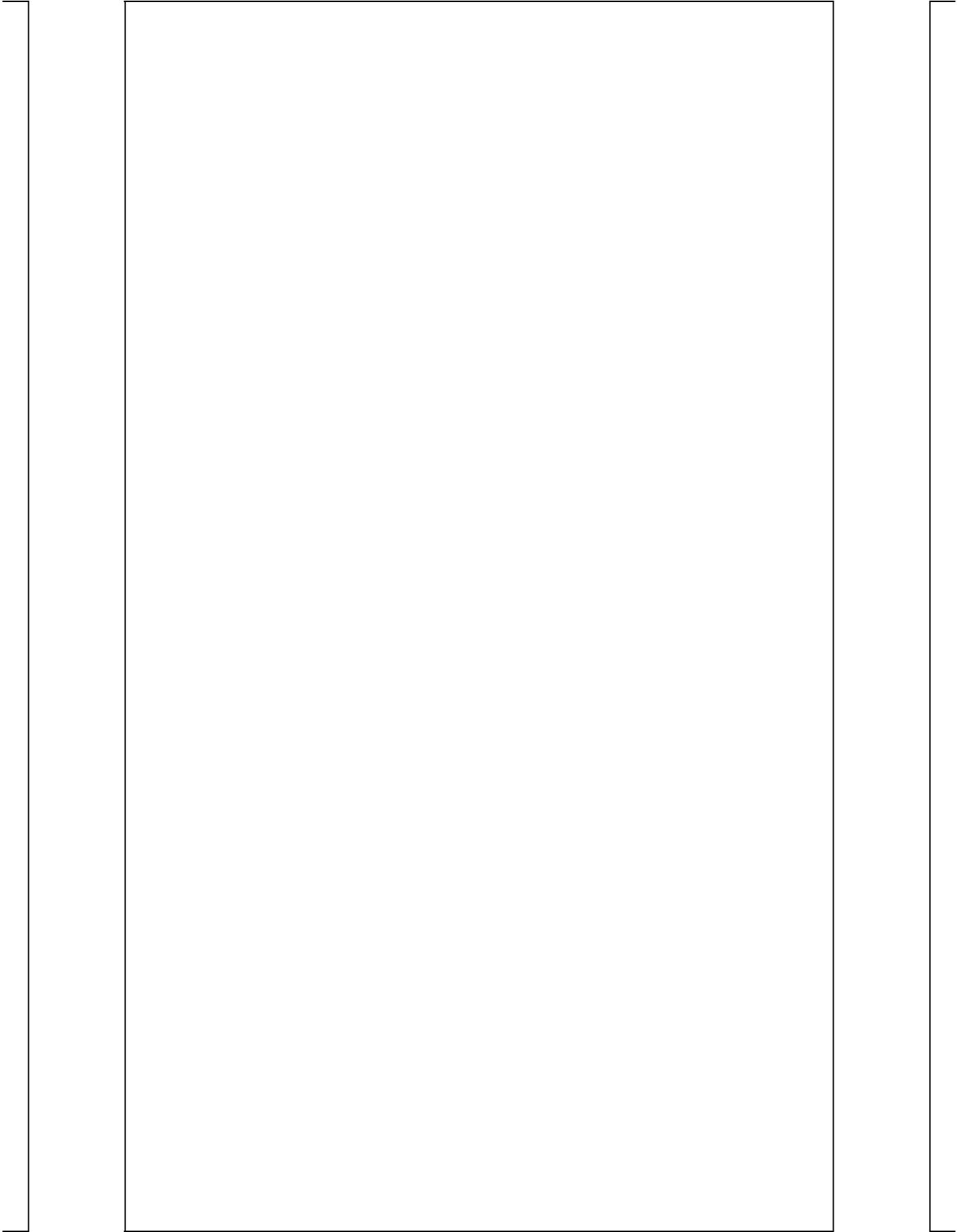
**ADDITIONAL, INFORMATION, COMMENTS BY DEP OFFICE:**

- 1. Topo Map No. \_\_\_\_\_ Watercourse shown:  YES  NO
- 2. Comments:

# ATTACHMENT "F"

LOCATION PLAN:

PE/RA  
signature and  
original seal



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**GUIDELINES FOR FILLING OUT THE SITE CONNECTION PROPOSAL FORM**

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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 discharge 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 and Sewer Operation of the Department of Environmental Protection (DEP) at Lefrak City. Submit six (6) copies of the SITE CONNECTION PROPOSAL form with sections A through G 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, surveys, as-built sewer records, drainage plans, consents, amendments, affidavits, calculations, boring logs, etc. must accompany the Site Connection Proposal form 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 \$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. 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), not the present block and/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. Provide the name, address, and telephone number of the applicant (submitting P.E. or R.A.) and the owner or developer.

**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 type 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 G.)
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.

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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 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 G.
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".

**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 Standards.

WHERE NO SPUR OR RISER 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. Complete items 1, 2 and 3 if the proposed connection is to a private sewer/drain constructed under a private sewer/drain plan. Print in N.A. if not applicable.
2. Complete item 4.

**SECTION F:**

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1. The information required in this section must be shown either in Section F on the Site Connection Proposal form, or on an attached sheet not to exceed 8 ½" x 14" (Attachment F), signed by the applicant with original stamp. Signatures accompanying such stamps may be facsimile signatures. The appropriate box under Section F on the Site Connection Proposal form must be checked.
2. Clearly show all: buildings and lot lines identified as to Building Department number, block and lot number, project location, existing sewers in the street(s) indicating size, type, material, distance between manholes, direction of flow, manhole rim and invert elevations, distance from downstream manhole to connection, watercourses, existing and/or proposed easements dimensioned and located.
3. Datum must be sewer datum except for Brooklyn, where Brooklyn Highway Datum may be used if the following note is shown: "Elevations shown are in Brooklyn Highway Datum which is 2.56 feet above mean sea level U.S.C. & G.S., Sandy Hook. Brooklyn Sewer Datum is 1.72 feet above mean sea level U.S.C. & G.S., Sandy Hook."
4. Show north arrow. Label all streets fronting the lot(s) and bounding the block(s). Print names of streets along the respective street line, but not within the lines of the street. This area is to be used to show the street sewers clearly.
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 manhole immediately inside the property line 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 an 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 the 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.

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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. 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, E 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, owners 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 street, 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. Certification of the Site Connection Proposal 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 manhole, 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 intensity of 5.95 inches per hour and the appropriate runoff coefficient for the roof areas is 1.0. The total lot area must be used in computing the design storm flow.
  - g. The method of disposal for all sanitary and storm discharge from the proposed development must be indicated on the site plan.
  - h. Computations for the required detention volume, and the design of the controlled flow device must be shown on the site plan. Plan view and cross sections with elevations of the detention facilities and details of the controlled flow device must be shown.
2. Provide three (3) copies of a current (within one year of original submission) site survey, each with signature and original stamp of a Licensed Land surveyor. In cases where streams/watercourses run through the applicant's property, or run through abutting property and will be affected by the development, they must be clearly shown and properly labeled. If it is proposed to discharge site storm flow to existing catch basin(s), the basin(s) and size of connection(s) to the sewer(s) must be shown. If there are no streams/watercourses the survey should have the following note with signature of the surveyor:

"This is to certify that there are no streams nor natural watercourses in the property as shown on this survey".
3. Provide a minimum of three (3) copies of Tentative Lot Number Request Form if applicable, each with the applicant's original stamp and signature.
4. If the sanitary flow discharging from the site is tributary to a private sewage treatment plant (STP) or a private pumping station (PS), provide the STP or PS owner's consent (must be original signatures with original corporate seal) showing the project block(s), lot(s), DOB number(s), and addresses.

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5. Provide a letter of approval from the Department of Health if the sanitary flow from the site discharges to a private sewage treatment plant or a private pumping station not in accordance with the approved drainage proposal. Said letter should show all block(s), lot(s), and DOB number(s).
6. A Department of Buildings amendment/request is required for the following:
  - a. On site disposal of storm flow for properties underlain by serpentine rock.
  - b. On site disposal of storm flow by means of other than standard drywells as specified in the NYC Building Code.

The amendment must show all block (s), lot (s), Building Department numbers, and addresses in the submission, and must specify the method of disposal of all storm and sanitary flow from the site.
7. A notarized affidavit from the owner is required for all condominium or homeowners association projects following the format of the sample available at the local sewer offices.
8. Industrial waste approval is required for all projects requiring same. The Industrial Waste Section of the Bureau of Wastewater Treatment may be contacted to determine if its approval is required for a specific project. This must be obtained prior to the submission of the Site Connection Proposal and accompany the submission.
9. Provide all necessary documents, etc. relating to any associated mapping and demapping action that affects the proposed project.
10. When changes in street drainage may result from this project, or it is proposed to discharge site storm flow via under the sidewalk drains to existing or proposed catch basins, an approved paving plan must be submitted.
11. When disposal of site storm flow by means of drywells is proposed boring logs must be submitted to determine the suitability of the subsoil for drywells. Boring logs must be signed and stamped by a New York State, P.E. under whose supervision the work was done. Borings must be taken at the location of the proposed drywell(s).
12. A copy of the New York State Department of Environmental Conservation permit must be submitted if the site is within a "wetlands" area. If restrictive declarations, maintenance agreements, declaration of easement for city use, etc. are required copies must be submitted. For any documents which must be filed in the County Clerk's office reel and page numbers must be shown.
13. If the application was previously certified, the following, in addition to the above, is required:
  - a. A comprehensive cover letter to explain why a recertification is needed. Refer to the previously certified Site Connection Proposal number.
  - b. One copy of the previously certified form and attachment "F".
  - c. One Copy of the previously certified site plan.
  - d. If any connection is installed, explain why and provide documents.