



ENGINEERING PACKAGE FOR VAULT APPLICATION

All plans must comply with SCARA format except that plan size must be 11 x 17 and to scale [any scale used must be legible]. Every page must be sealed and signed by professional engineer/architect. The following must be included in the engineering package and submitted via email to Vaults@dot.nyc.gov:

1. **The Cover Sheet** (see SCARA Appendix B-1) including:
 - Title Block (Appendix B-2): DOT Ref. No. Project Name, Plan Type; Building Address; Block, Lot, Zoning; Owner Info; DOT Waiver Box.
 - General Notes (Appendix B-3).
 - Appropriate Certification Block (Appendix B-4).
 - DOT Approval Box (Appendix B-5).
 - List of Estimated Quantities Box (Appendix B-6).
 - Key Plan: identify Area of Work, both intersecting streets, the distances from the property line to the nearest corner property line; and from vault to the nearest corner curb line.
 - Detailed Scope of Work; Condition Report for Existing Vaults: include historical data (year built) and description of damage/deterioration.
2. **Detailed Sidewalk Plan** indicating work limits property line, curb line, all street furniture within 25 feet each side of job limit. Identify the entire extent of the vault(s), vaults length and width, not just the area of work. Location of all existing or proposed steps, gratings, open areas, coal holes/chutes/slides, entrances, cellar doors, building encroachments, and all other installations in sidewalk area. Indicate existing elements either to remain/be removed or replaced.
3. **Detailed Full Sidewalk Cross-Section** – show overall sidewalk dimensions including curb, vault wall, vault width and depth, wall thickness and material.
4. **Sidewalk Profile**: profiles along all sides of the proposed improvement of existing grade and curb line, including elevations at 25 feet and 50 feet past the project limit lines (**for projects involving new grades for sidewalk**).
5. **Photo Log** with description for location – Interior/Exterior **color pictures** of present condition (and photo index describing location of photos taken).
6. **Detailed drawings for all new hatches/hold doors**, and any opening on sidewalk (grating) including manufacturer cut sheet (must sustain LL 600 PSF).
7. **Pedestrian level of service study** (if applicable).
8. **Location Feasibility Study** (if applicable).
9. **Con Edison Preliminary Layout Sketch** (for Transformer Vaults only).
10. **BPP, First Floor and Cellar Floor plans or Building Vault repair Structural plans** approved by Department of Buildings (whatever is applicable). **Please note: DOB approval doesn't required for initial submission, but must be provided for final approval.**

Revised 3/16/2020