



NEW BUILDING / MAJOR ALTERATION PROCEDURES

For all buildings **four (4) stories or greater** (or at the direction of OCMC), the developer must make an initial submission (2 copies) to the appropriate OCMC Borough Coordinator consisting of one (1) cover letter introducing the project and three (3) 11x17 drawings as follows:

INTRODUCTION LETTER

Include the following:

- Building address/location (with cross streets)
- Estimated work start date
- Estimated work end date
- Height of the building (Stories, height in feet)
- Building use (Ex.: Residential, Commercial, House of Worship, etc.)
- Progress of any construction performed prior to the date of submittal

DRAWING #1 – SITE PLAN

Indicate the following:

- Location of building within the affected street segment
- Direction of traffic (on affected street segment(s) as well as cross streets)
- Existing parking regulations on both sides of the affected street segment(s)
- Land use of the affected street segment(s) (Ex.: School, fire house, precinct, hotel, etc.)
- Roadway and sidewalk widths on the affected street segment(s) as well as on cross streets
- Existing construction projects on the affected street segment(s) (If any)

DRAWING #2 – EXCAVATION AND FOUNDATION PLAN

DRAWING #3 – SUPERSTRUCTURE

For these drawings, please indicate the following:

- Proposed location of site access (sidewalk crossings)
- Proposed location of construction fences, material storage, containers, trailers, hoists, cranes, and any other equipment to be used.
- Proposed temporary construction parking regulation signs (If any)
- Direction of traffic (on affected street segment(s) as well as cross streets)
- Existing parking regulations on both sides of the affected street segment(s)
- Land use of the affected street segment(s) (Each side. Ex.: Schools, fire house, precinct, hotel, etc.)
- Roadway and sidewalk widths on the affected street segment(s) as well as on cross streets
- Existing construction projects on the affected street segment(s) (If any)

Upon receipt of the initial submission, the OCMC Borough Coordinator will visit the site to determine impacts on the community.

Should the OCMC Borough Coordinator feel it is necessary, he/she will arrange to have a meeting within three (3) weeks of receipt of the initial submittal package. The General Contractor (GC) must be present at this meeting to answer any questions OCMC may have regarding the construction of the proposed new building/major alteration. Any changes to the originally proposed Maintenance and Protection of Traffic (MPT) as a result of this meeting shall be indicated on a revised set of drawings and resubmitted to OCMC. If at any time after the meeting, the GC wishes to make changes to the agreed upon MPT, he/she must do so in writing, stating the reasons for the proposed change and attach a drawing showing the desired MPT. OCMC will then review the new request and either approve or disapprove the request, or arrange for another meeting to discuss it further.

When applying for permits associated with the new building/major alteration, the applicant must attach a copy of the meeting sign-in sheet (which includes OCMC's requirements) to the application.

NEW BUILDING/MAJOR ALTERATION SUBMITTAL PACKAGE CHECKLIST

Cover Letter (on letterhead) including:

- BUILDING LOCATION**
Including both cross streets
- PROJECT DESCRIPTION**
New Building or Major Alteration
- ESTIMATED START DATE**
- ESTIMATED COMPLETION DATE**
- BUILDING HEIGHT**
Number of Stories, Height in Feet
- BUILDING USE**
Commercial, Residential, School, etc.

Company Name / Letterhead Here

Date:

Project Category:
W/C Class of Construction
OCRC Class:
22 Floor Class - Commercial Low
Year 1961, NY 10011

Re:
Application of New Substructure Enclosure
Structure

Site No. or Marker:

I am the Construction Manager for (Company Name) for the above referenced new substructure alteration project. In accordance with your standard planning procedures for new building/alteration, I hereby submit the initial building Submittal for your review. Below is the project information per request.

Building Location: (Street Name, Address, and all Surrounding Streets)

Project: (New Building/Alteration)

Estimated Start Date: (Date, year, month & day, if not yet determined)

Estimated Completion Date: (Date, year, month & day, if not yet determined)

Building Height: (Number of Stories, Height in Feet)

Building Use: (Commercial, Residential, School, House of Worship, etc.)

Number of Floors: (Total & Substructure of all floors of construction for project to be)

For your protection, please place this set (2) sets of drawings showing the Plot Plan, Excavation and Foundation Plans, and the Superstructure Plans of our project for your review. I am licensed in accordance with the applicable regulations.

If you have any questions or concerns you may reach me at phone number: _____

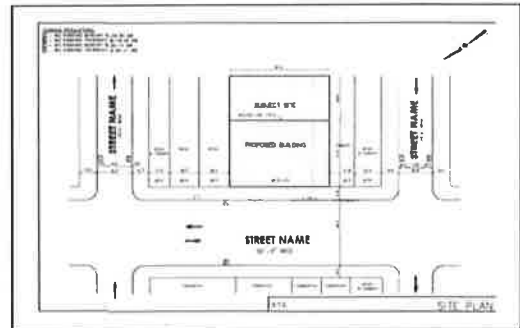
(Name of Construction Manager)

11x17 Detailed Plans (with dimensions)

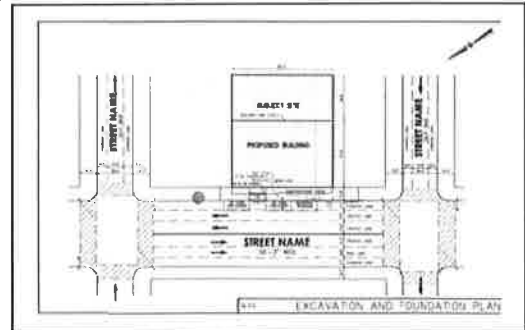
One (1) 11 x 17 plan must be submitted for each construction phase identifying the following:

- WORK SITE**
- ROADWAY & SIDEWALKS WIDTHS**
- DIRECTION OF TRAFFIC**
- NORTH ARROW**
- EXISTING PARKING REGULATIONS ALONG ALL AFFECTED STREETS (BOTH SIDES)**
- MATERIAL STORAGE, CONTAINERS, ETC.**
- EQUIPMENT**
Cranes, boom trucks, hoists, excavators, etc.
- EXISTING ROADWAY/SIDEWALK CLOSURES FROM OTHER CONSTRUCTION PROJECTS**

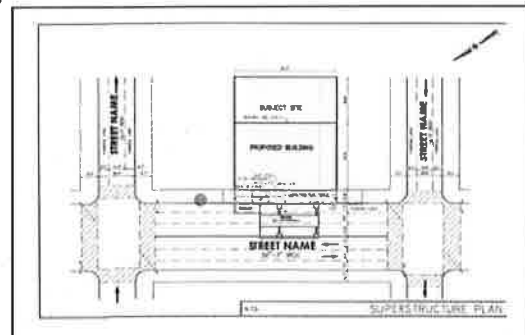
EXISTING CONDITIONS (Site plan)



EXCAVATION & FOUNDATION



SUPERSTRUCTURE



Company Name / Letterhead Here

{Date}

{Borough} Coordinator
NYC Dept. of Transportation
OCMC-Streets
55 Water Street – Concourse Level
New York, NY 10041

Re: {Address of New Building/Major Renovation}
{Borough}

Dear Sir or Madam:

I am the Construction Manager for {Company Name} for the above referenced new building/major alteration project. In accordance with your standard operating procedure for new building/major alterations, I hereby make the initial package submission for your review. Below is the project information you require:

Building Location: {Include Building Address, and both Intersecting Streets}

Project: {New Building or Major Alteration}

Estimated Start Date: {Date when work is expected to commence}

Estimated Completion Date: {Date when work is expected to be completed}

Building Height: {Number of Stories, Height in Feet}

Building Use: {Residential, Commercial, School, House of Worship, etc.}

Status of Project: {Give a brief summary of what stage of construction the project is in}

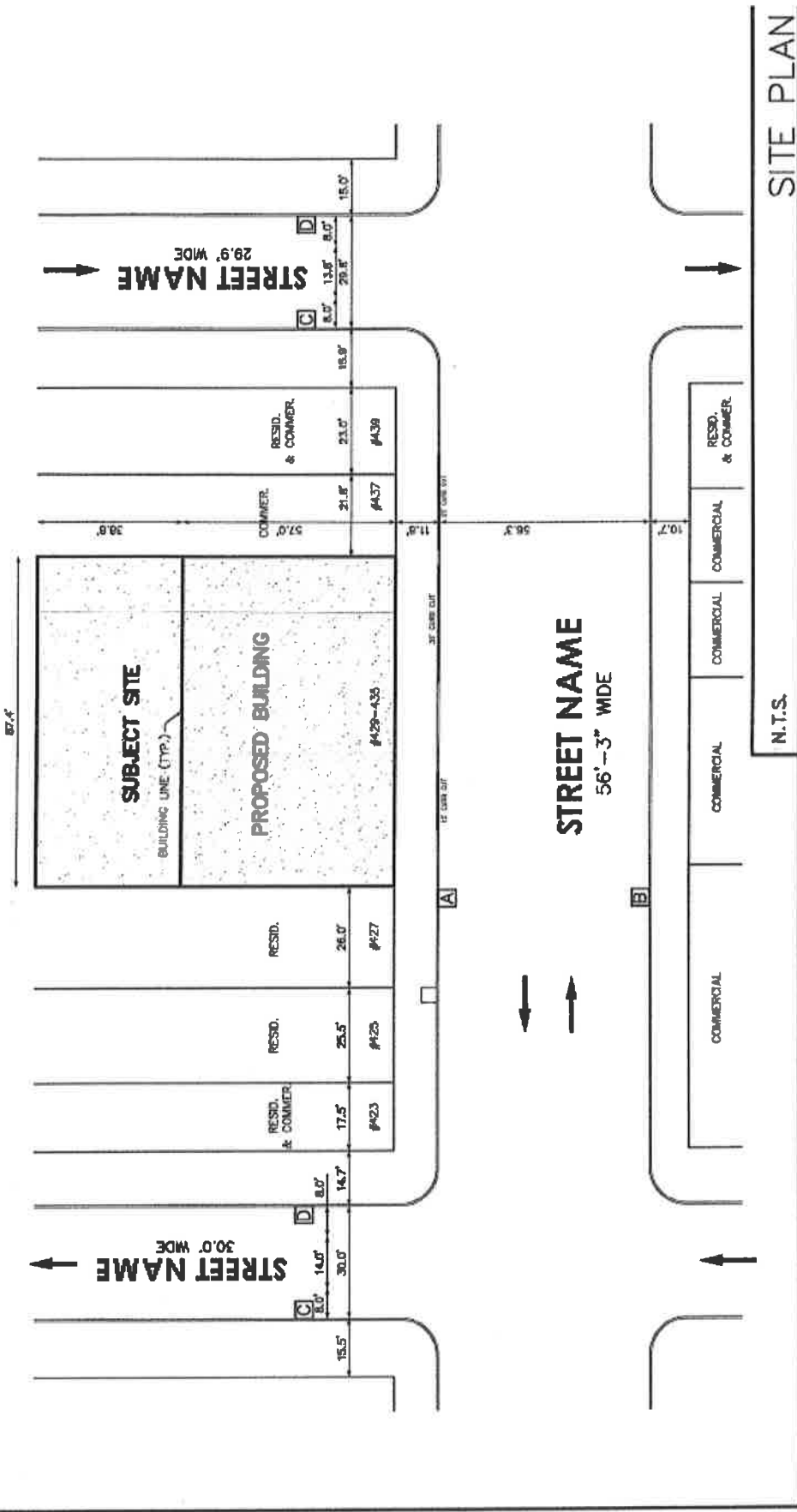
Per your procedure, attached please find two (2) sets of drawings showing the Plot Plan, Excavation and Foundation Phase, and the Superstructure Phase of our project for your review. I look forward to meeting with you regarding this project.

If you have any questions or concerns you may reach me at (###) ###-####.

Sincerely,

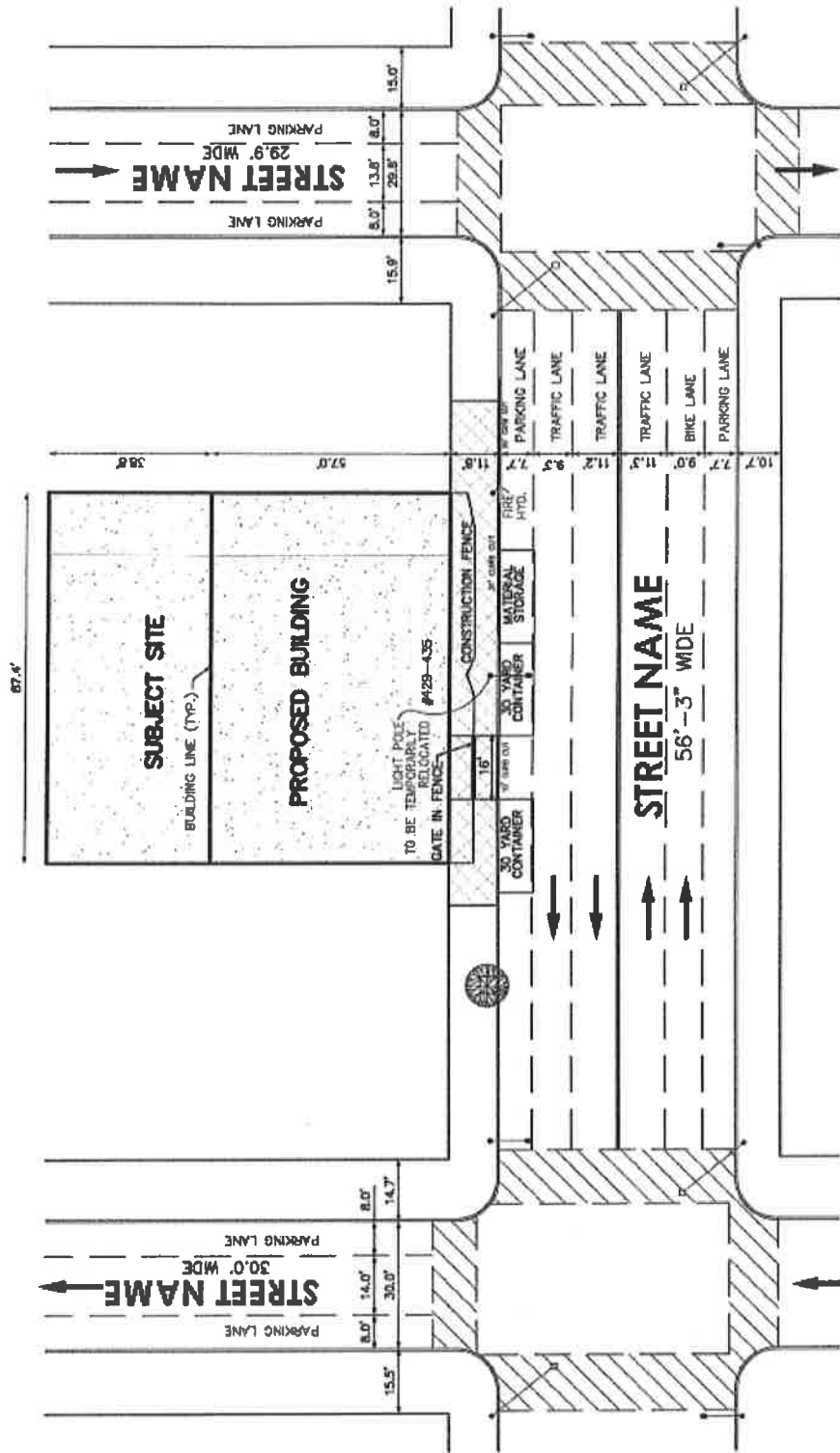
{Name of Construction Manager}

- PARKING REGULATIONS:**
- A — NO PARKING MONDAY 9-10:30 AM
 - B — NO PARKING THURSDAY 9-10:30 AM
 - C — NO PARKING MONDAY 9:30-11 AM
 - D — NO PARKING THURSDAY 9:30-11 AM

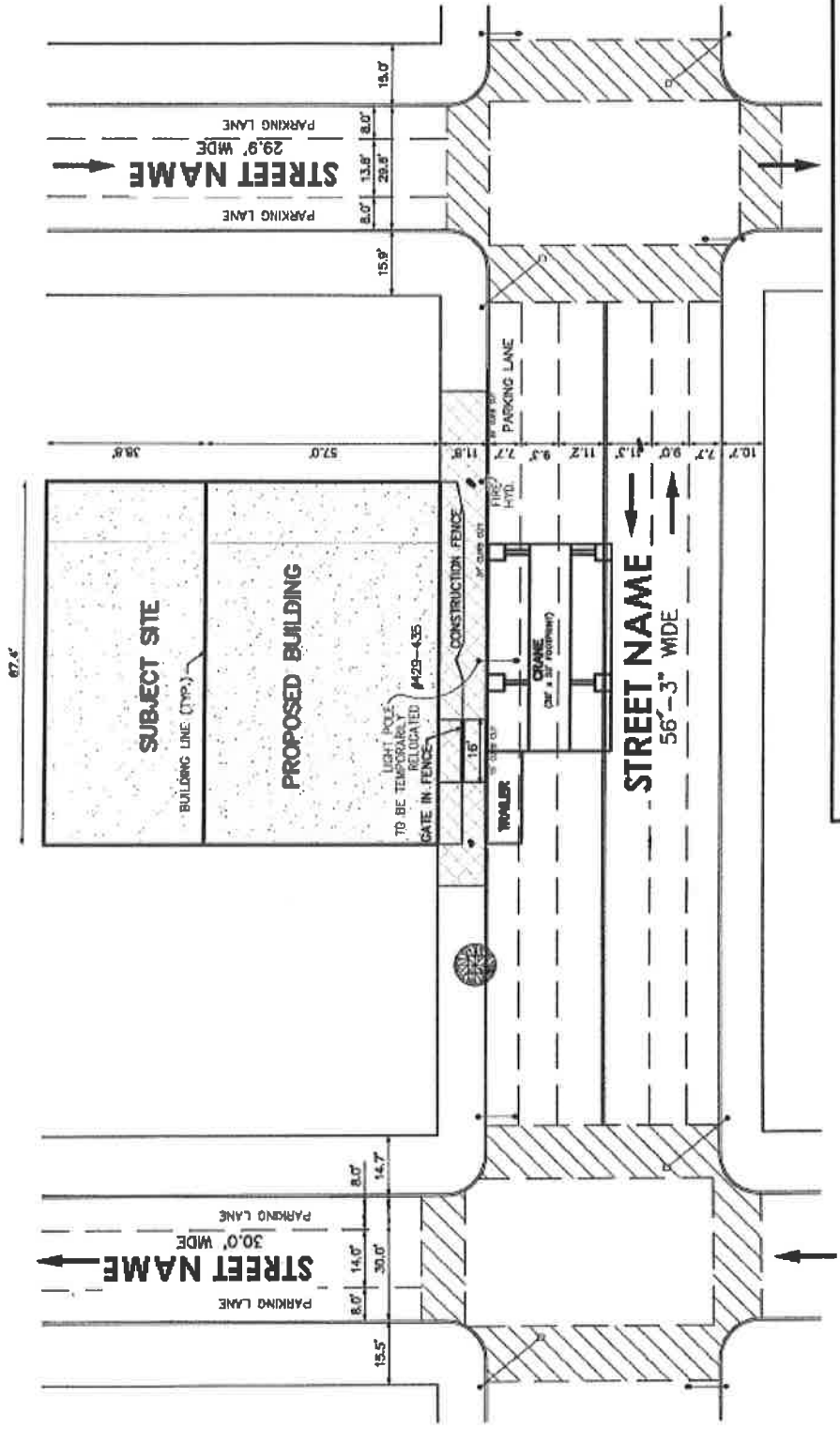


SITE PLAN

N.T.S.



N.T.S. EXCAVATION AND FOUNDATION PLAN



SUPERSTRUCTURE PLAN

N.T.S.