



## **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) via email to [NewBldgMajorAlter@dot.nyc.gov](mailto:NewBldgMajorAlter@dot.nyc.gov) 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 conference call within three (3) weeks of receipt of the initial submittal package. The General Contractor (GC) must be present at this call 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 call 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 call to discuss it further.

When applying for permits associated with the new building/major alteration, the applicant must attach a copy of the call in 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**

(Name)  
 (Street)  
 (City)  
 (State)  
 (Zip)

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 procedures for new building/major alterations, I hereby make the initial submittal package for your review. Below is the project information you require:

**Building Location:** (Include Building Address, and both intersecting Streets)  
**Project:** (New Building/Major Alteration)  
**Estimated Start Date:** (Date when work is expected to commence)  
**Estimated Completion Date:** (Completion 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:** (Brief 1-2 sentence summary of what stage of construction the project is in)

For your convenience, attached please find two (2) sets of drawings showing the Plot Plan, Location 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 (888) 888-8888.  
 Sincerely,

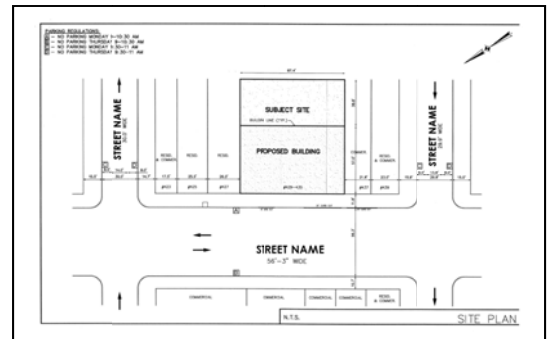
(Name of Construction Manager)

**11x17 Detailed Plans (with dimensions)**

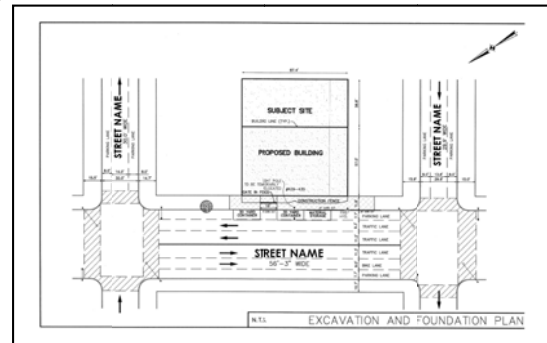
One (1) 11 x 17 plan must be submitted for each construction phase identifying the following:

- 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**

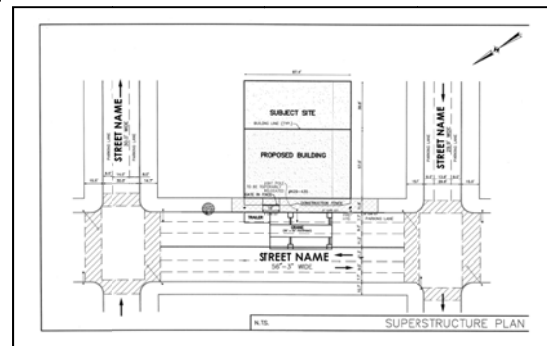
**EXISTING CONDITIONS (Site plan)**



**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}

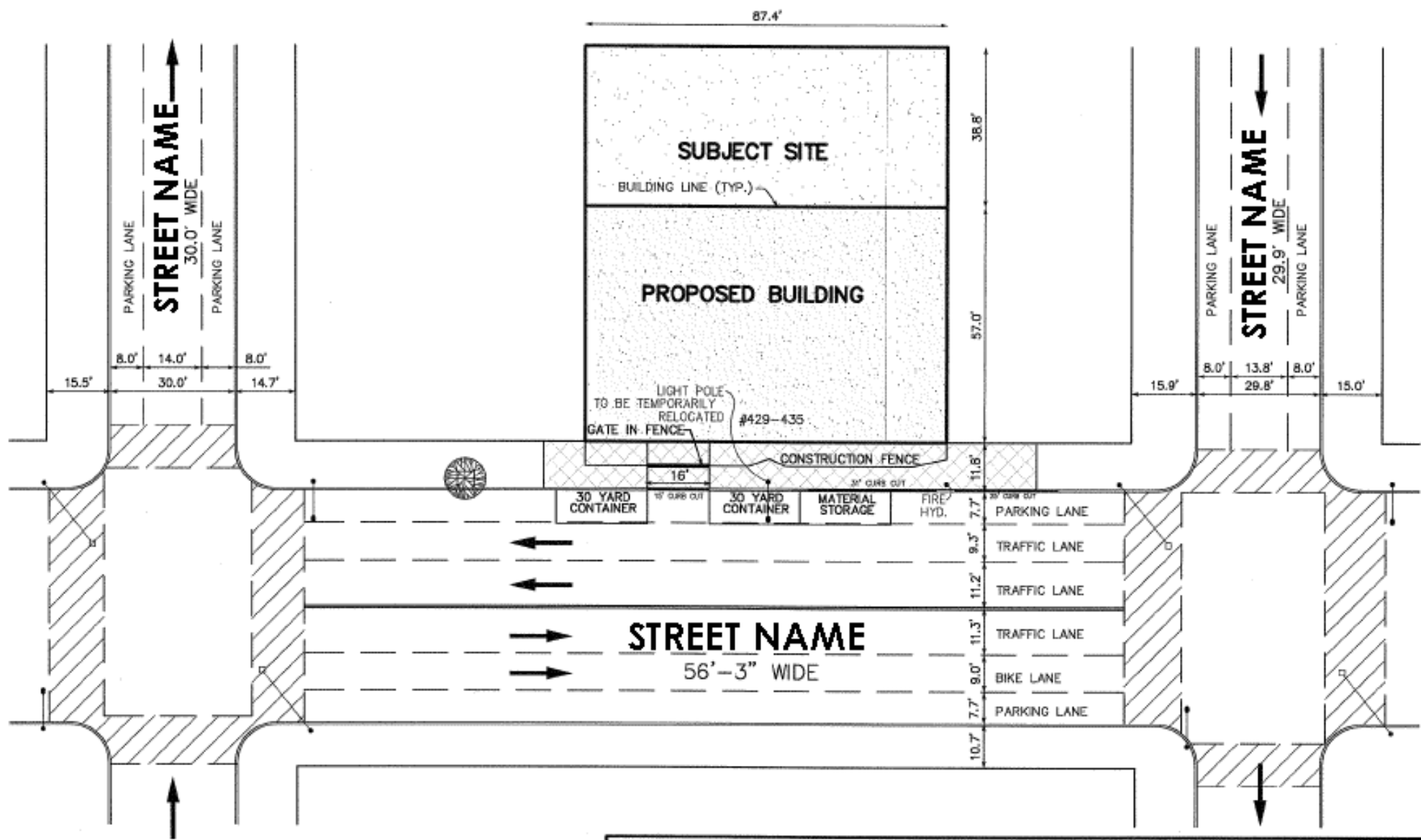
Per your procedure, attached please find two (2) sets of drawings showing the Plot Plan, Excavation and Foundation Phase, and the Superstructure Phase of our project for your review. I look forward to meeting with you regarding this project.

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

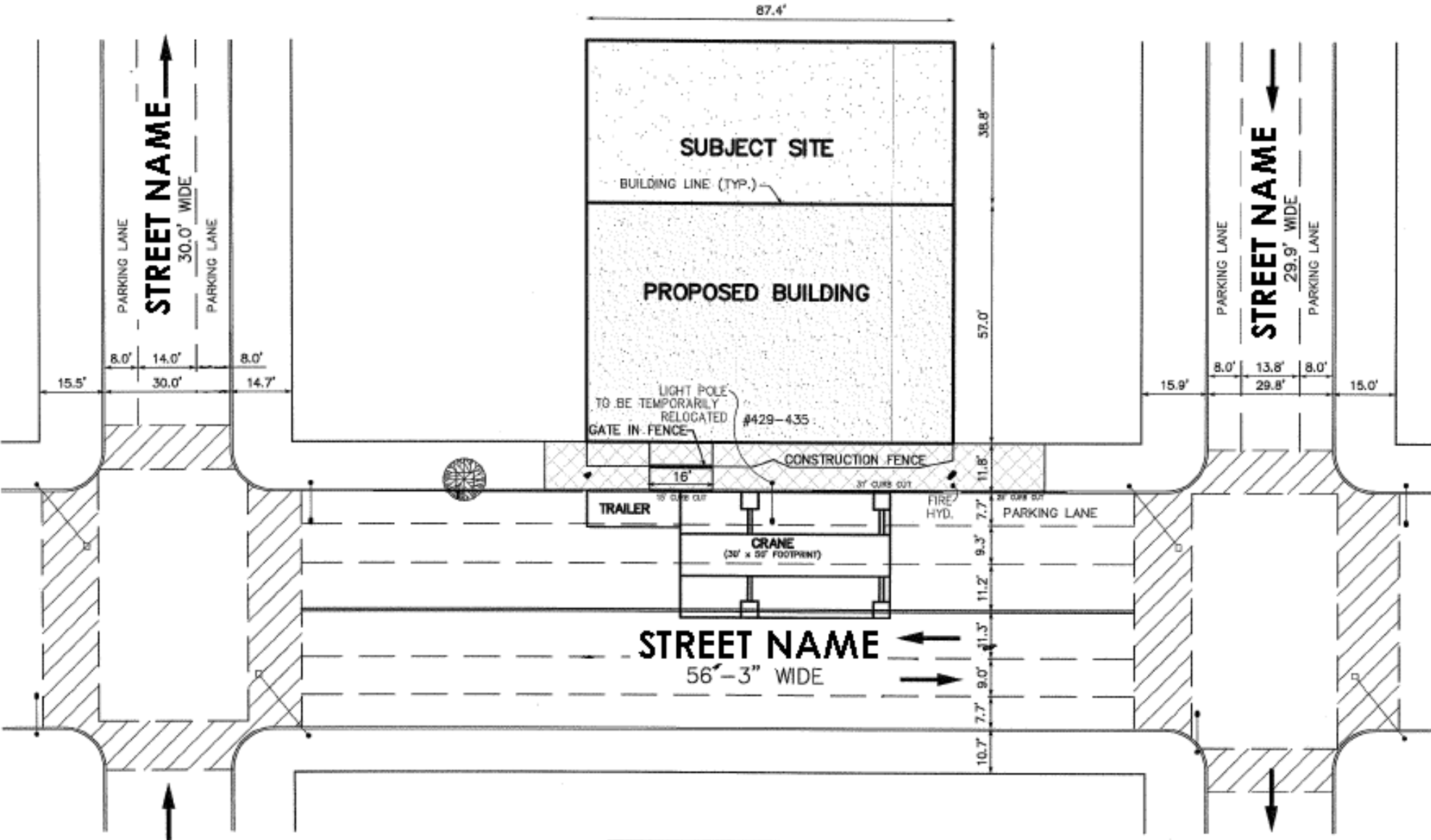
Sincerely,

{Name of Construction Manager}





N.T.S. EXCAVATION AND FOUNDATION PLAN



N.T.S.

SUPERSTRUCTURE PLAN