



# City Environmental Quality Review INSTRUCTIONS FOR EAS SHORT FORM

## PART I: GENERAL INFORMATION

1. Consult the Type I lists in 6 NYCRR 617.4 and 43 RCNY 6-15(A) to see if the proposed project meets any of the listed thresholds for a Type I project. If it does, pursuant to state regulations you may not use the EAS Short Form. Check the 'No' box and proceed to complete an EAS Full Form.

Note: For some Unlisted actions, although they do not meet or exceed Type I thresholds, it may be appropriate to use the EAS Full Form. Consult with the lead agency or MOEC if there is a question as to which form to use.

2. **Project Name:** Indicate a short name for the project. This should be less than 50 characters and spaces total, should be descriptive of the project, and include the type of the proposed project. For example, a name that is a simple street address does not yield much information – “23 West 107<sup>th</sup> Street.” However, a name such as “23 West 107<sup>th</sup> Street – Variance” provides additional information that can be useful as a ‘key word’ when searching a database.
3. **Reference Number:** If the CEQR number has been assigned or is known, enter it in the space provided. If other reference or calendar numbers are known (such as ULURP or BSA calendar numbers), enter these in the spaces provided. If these numbers are not known, leave the spaces blank.
4. **Lead agency information:** Enter the name of the lead agency, the contact person at the lead agency and that person’s contact information in the appropriate spaces.

**Applicant information:** The applicant is the private entity or the city agency that is requesting lead agency action. For example, a private development company may request that the City Planning Commission entertain a request to rezone a particular area or parcel of land. In this case, the private development company is the applicant. Enter the name of the representative and that person’s contact information in the appropriate spaces. If one city agency needs to have another agency take an action (*e.g.*, if the Department of Housing Preservation and Development needs to change a zoning map or the zoning text), then the agency proposing the action is the applicant and the agency contact’s information is entered into the appropriate spaces.

5. **Project Description:** Describe the project to be undertaken, including its purpose and need, whether it is a site-specific action or a generic action, the specific components of the project (buildings or other structures, open space, etc.), and the characteristics of the project (residential, commercial, 24-7 operations, etc.). Note: This field will expand to accommodate additional characters. If additional space is needed, attach a separate project description.

**Project location:** Enter the requested information. For tax block and lot, indicate the block(s) and lot(s) numbers, including partial lots. For large area projects, list all of the blocks and lots affected. Provide a description of the project site using bounding streets. An example of the bounding street is “the blocks bounded by East 14 Street to the south, First Avenue to the east, Fifth Avenue to the west and East 20 Street to the north.” If the action applies to the entire city, for example enactment of a local law, enter “citywide” in the space designated for borough.

6. **Required actions or approvals:** Check each box that specifies an approval needed for the project. If the “State or Federal” box is checked **YES**, specify the agency(ies) and the type of action required (permit, funding, etc.) for each in the space provided.

7. **Site Description:**

*Directly affected area:* The directly affected area consists of the project site and the area subject to any change in regulatory controls.

*Graphics:* Provide the requested graphics, ensuring that each clearly depicts the boundary of the directly affected area and indicates the 400 foot delineation from the outer boundary of the project site. Maps shall not to exceed 11” x 17” and, for paper filings, must be folded to 8.5” x 11” for submission. For large area projects, it is strongly recommended that shape files be submitted. For those projects where developing a GIS shapefile is infeasible, provide the building block and lot (BBL) number for each site affected by the project.

*Physical Setting:* Enter the size of the directly affected area in square feet; enter type and the square footage of the surface area of any water body in the directly affected area; and enter the square footage of existing roads, buildings, and other paved surfaces in the directly affected area. For example, a 350,000 SF parcel may have a freshwater pond with a surface area of 8,000 square feet, a building with a footprint and associated parking lot of 20,000 square feet and a private road that is 0.4 mile long and 12 feet wide. The entries should be:

Total directly affected area (sq. ft): 350,000

Type of water body: freshwater pond

Impervious surfaces: 45,344  
(20,000 SF building + 0.4 x 5,280 x 12 = 25,344 SF of road)

Water body surface area (sq. ft): 8,000

Any other features on the area should be described and the square footage estimated. For example, rock outcroppings – 1,200 SF.

- 8. Physical Dimensions and Scale of Project:** This section provides the lead agency with information on how large the project will be. Enter the size of the project in gross square feet; the number of buildings in the proposed project; and the height, gross floor area, and number of stories of each proposed building. If the project is not a construction project, indicate N/A for any fields that do not apply.

**Description of Proposed Uses:** Enter the size and type of uses associated with the proposed project. For residential uses, enter the number of residential units proposed by the project. If the proposed project would result in an increase in population, indicate the number of additional residents and workers and how these numbers were calculated. If the proposed project would create open space, indicate the square footage of open space to be created. If the No-Action scenario for the project would differ from existing conditions, use guidance in Chapter 2 of the CEQR Technical Manual to describe differences between the No-Action and existing conditions.

- 9. Analysis year:** Enter the year that the project is to be completed and operational. Also, indicate the duration of any construction in months and whether or not the construction will happen in a single phase or multiple phases. Describe the phases and schedule of construction in the space provided.
- 10. Predominant Land Use:** Check each type of land use that is found in the vicinity of the project.

## PART II: TECHNICAL ANALYSES

**Questions 1 through 19** in Part II pertain to each of the technical areas that are examined in a CEQR environmental review and provides a link to the appropriate chapter of the CEQR Technical Manual for ease of reference. Also, for certain questions, links to additional information (such as forms or maps) are also provided. Questions for all nineteen technical areas must be answered.

After considering the effect of a proposed project on each technical area, the questions should be answered **YES** or **NO**. If additional information is requested when a question is answered **YES**, submit that information with the EAS form. The lead agency will review the EAS form, along with any supplemental materials, in order to make a determination of significance. During this review, a lead agency may request additional information in order to make and substantiate its determination of significance.

**Question 20: Applicant's Certification:** After completion of Parts I and II of the EAS form, the person who completed the form completes this section. The private or city agency applicant's representative should sign and date the form. If the form is completed by the lead agency and there is no other applicant, the lead agency representative should sign.

### **PART III: DETERMINATION OF SIGNIFICANCE**

This section is to be completed by the lead agency following review of Parts I and II of the EAS. For **Question 1**, the lead agency should review the submission for each technical area and, using the criteria in 6NYCRR 617.7 and 43RCNY 6-06, determine whether there is a potential for significant impact in each of the areas. It may request additional information in order to document and substantiate its determination. For **Question 2**, the lead agency should also consider whether there would be other potentially significant impacts, including combined or cumulative effects resulting from effects in one or more technical areas.

The lead agency representative who reviewed the EAS should complete **Question 3**. If the lead agency representative determines that there is a potential for a significant adverse impact, a box should be checked to indicate whether the lead agency will issue a Positive Declaration or a Conditional Negative Declaration. If the lead agency determines that there is no potential for significant adverse impacts due to the project, it should check the box to indicate that a Negative Declaration will be issued. The lead agency representative should then sign and date the form.

If the lead agency determines that a Negative Declaration is appropriate, it may elect to use the embedded Negative Declaration form or issue a separate Negative Declaration document. If the lead agency chooses to use the embedded form, it should fill in the blanks in the paragraph with the lead agency name in the "Statement of No Significant Effect" and then elaborate on the reasons why there is no effect in the section titled "Reasons Supporting this Determination." The reasons should be in numbered paragraphs. The lead agency representative then signs and dates the Negative Declaration and distributes the executed document as required.

**Note:** In compliance with 62 RCNY 5-04(c)(5)(i), the lead agency should submit all required documents to MOEC by uploading a .PDF document to CEQR-View.