

PURPOSE OF FORM

This Technical Report, as well as any subsequent reports submitted by the applicant, shall be filed in accordance with Rules 1 RCNY §103-09. The Engineer's report must accompany the submission of the TR-16 form. Answer all questions. If a question is not applicable say "N/A" Report may not be accepted, if any question is left unanswered. The TR-16 form should be typewritten.

CYCLE # - Indicates the cycle number for the report that is being submitted.

WIN - If known, indicate the **Wall Identification Number (WIN)** for the premises.

INSTRUCTIONS

SECTION 1: Filing Information

Select the appropriate box to indicate if the report is an **Initial, Amended, Subsequent** filing or a **Retaining Wall Assessment Program/Plan**.

- **Amended Filing: Mandatory** Retaining Wall Inspection report that must be filed upon correction of the *unsafe* conditions reported in the Initial Retaining Wall Inspection report.
- **Subsequent Filing:** Mid-cycle Retaining Wall Inspection report upgrading a Safe with Repair and/or Engineering Monitoring (SREM) rating to *Safe* upon correction of all SREM conditions reported in the Initial Retaining Wall Inspection report. Such reports also may change a SREM rating to *Unsafe* or change a *Safe* rating to SREM if the conditions deteriorate.

SECTION 2: Retaining Wall Location Information

Indicate the location of the retaining wall pertaining to this periodic inspection.

SECTION 3: Inspection Report Rating Information

Refer to Definitions of Conditions in rule Administrative Code Section §28-305.4.

Current Cycle

- Indicate the date the Qualified Retaining Wall Inspector (QRWI) was last on site completing the inspection (mm/dd/yyyy).
- Indicate SMRM/SREM Recommended date for repairing defect (mm/dd/yyyy) [date of most critical defect] - This date will be the deadline by which the owner will be required to complete repairs or file for an extension to complete repairs
- Select the appropriate box to indicate the rating of the report
 - Safe,
 - Safe with minor repair or maintenance program (SMRM),
 - Safe with repair and/or engineering monitoring (SREM), **or**
 - Unsafe

SECTION 4: Retaining Wall Characteristics

- Indicate the materials that the Retaining Wall is made of (stone, concrete blocks or pre-cast, veneer, timber, etc.)
- Indicate the Retaining Wall construction type (gravity wall, cantilever wall, sheet pile wall, anchored wall, counterfort wall, etc.)
- Indicate the maximum vertical distance of the wall measured from the ground surface at the toe of the wall to the top of the wall, wall stem, or wall step for tiered walls, including any parapets or fencing intended for retaining material
- Indicate the length of the wall that is located on the property for which this retaining wall assessment program and report are being submitted

SECTION 5: Qualified Retaining Wall Inspector (QRWI) Information

- A complete and accurate set of Qualified Retaining Wall Inspector information is required when report is submitted. The Department will use submitted information for contact and notification.

SECTION 6: Property Owner Information

- Indicate if the property owner is a **Private** citizen, **NYC Parks, NYC Department of Transportation** or any **Other** public organization.
- A complete and updated set of information on the current owner is required when report is submitted. This information cannot be that of a representative or business manager or agent. The Department will use submitted information for contact and notification.

SECTION 7: Statements & Signatures

- The Owner/Owner Representative must provide his/her name in print and sign an application acknowledging receipt of a copy of the retaining wall report.
- The QRWI must provide his/her name in print, sign and date the application and his/her New York State P.E. seal must be placed in the space provided.

ADDITIONAL INFORMATION

Before filing the report, take note of Retaining Wall Section, on the Department's website at www.nyc.gov/buildings.