



**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER AND SEWER OPERATIONS  
DRAINAGE AND MODELING**

**CHECKLIST FOR SUBMISSION OF A DRAINAGE PROPOSAL**

All Submissions shall be in PDF format unless otherwise specified.

Date:

Address or location of the project:

Borough, Block, and Lot:

Name and address of the owner:

Phone and/or email of the owner:

Name and address of the engineer or architect:

Phone and/or email of the engineer or architect:

**ALL ITEMS APPLICABLE TO THIS PROJECT ARE SUBMITTED HEREWITH**

All Submissions shall be in PDF format unless otherwise specified.

*This checklist is intended to help guide the applicant through the process of submitting a drainage proposal. DEP reserves the right to add or modify any of the below applicable items at its discretion, at any time, or for specific submissions. Information regarding the existing water and sewer records can be obtained by via a Request Records to WSRecordscentral: <https://www1.nyc.gov/site/dep/about/request-records.page>*

<u>APPLICABLE ITEM</u>			
	YES	NO	
1.	[ ]	[ ]	Drainage Proposal plans prepared in accordance with requirements of section 23- 02 of the Rule and all applicable appendices thereto, and signed and sealed by a New York State licensed professional engineer or registered architect.
2.	[ ]	[ ]	Hydraulic computations for the design of the proposed sewers or drains, prepared in standard format of the Department accompanied by a tributary area work sheet, and evidence of the adequacy of the existing outlet, and signed and sealed by a New York State licensed professional engineer or registered architect. Provide in both PDF and Excel format.
3.	[ ]	[ ]	Provide a copy of the as-built drawings or field survey of the existing outlet(s) for the proposed sewer(s) or drain(s).
4.	[ ]	[ ]	Survey of the Proposed development and the location and route(s) of the proposed Private drain (s) prepared or updated no more than one year prior to the date of submission of Drainage proposal by a professional land surveyor licensed by the State of New York, and prepared in accordance with the requirements of Appendix A-6 of the Rule.
5.	[ ]	[ ]	A letter from the office of the borough president of the county in which the Proposed development is located verifying the legal status and ownership of the bed of the street(s) wherein the proposed Private drain(s) will be installed.
6.	[ ]	[ ]	A copy of the latest Final map, if applicable, the Alteration map as attested by the City surveyor. Sheet no. __, date __
7.	[ ]	[ ]	Builders Pavement Plan as filed with the City.
8.	[ ]	[ ]	Request to or approval from the New York City Department of Buildings (NYCDOB) or Department of Transportation (NYCDOT) for the waiver of street improvement to legal grade elevations, if applicable.
9.	[ ]	[ ]	A copy of the portion of the latest tax map(s) of the proposed development as attested by the City surveyor. If the proposed development is part of a lot apportionment or merger, provide proper documentation.
10.	[ ]	[ ]	A permit or a letter from the New York State Department of Environmental Conservation (NYSDEC), if the proposed development is within or in close proximity of a fresh water wetlands.

11. [ ] [ ] Proposed outfalls to the open waterways (river, harbor, tidal creek, etc.), require the following documentation.
- i. A letter from the US Army Corps of Engineers indicating their requirements.
  - ii. A letter from the NYCDEC indicating their requirements.
  - iii. A letter from the New York City Department of Business Services indicating their requirements.

12. [ ] [ ] A review fee payable to the New York City Water Board for the Drainage Proposal in accordance with the latest fee pattern established by the NYC Board of Water Registry. \$1,500.00 for the first 100 linear feet and \$2.00 per linear foot for each foot thereafter.  
Amount: \$\_\_\_\_\_. Provide a scan of the check with your submission.

Checks and money orders must be attached to a cover letter with contact information for the applicant; project information including the complete address; borough, block and lot; and the project number (if available) Please send application fees by mail to:

NYC DEP  
Bureau of Water and Sewer Operations Engineering  
Chief of Drainage and Modeling  
3rd Floor Low Rise  
59-17 Junction Boulevard  
Flushing, NY 11373

13. [ ] [ ] Other information: