



THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED TO DEP IN ORDER TO SCHEDULE A PRE-APPLICATION MEETING FOR SITE CONNECTION PROPOSALS

Documentation	How to Obtain
As-Built Drawing of the existing outlet sewer	Request for information form: To download this form, go to https://www1.nyc.gov/site/dep/about/request-records.page
City Drainage Plan “Drainage Plan” – A plan for the proper sewerage and drainage of the City of New York or any part thereof prepared and adopted in accordance with Section 24-503 of the Administrative Code of the City of New York	Request for information form: To download this form, go to https://www1.nyc.gov/site/dep/about/request-records.page
Existing Sewer Map, Sewer Index Map, or I & I Map	Request for information form: To download this form, go to https://www1.nyc.gov/site/dep/about/request-records.page
Tax Map Document showing information pertaining to a parcel of land subject to Property Taxes. Refer to Section 11-203 of the Administrative Code of the City of New York.	Department of Finance
Tentative Lot Sheet (If Applicable) Proposed tax lot as shown on the “Request to Real Property Assessment, Department of Surveying, Division for Tentative Lot Numbers”	Department of Finance
Site Plan Plan showing proposed design	Applicant’s responsibility

Please email the documents listed above along with a cover letter describing the project to:
sewerinfo@dep.nyc.gov

If the project is located within a rezoning area, please indicate it on your cover letter.

***DEP Borough Records Office Information**

Manhattan-100 Church Street, 10th floor, NY 10013; Tel. (212) 442-1904, 05, 06

Bronx-1932 Arthur Avenue, Rm.607, Bronx, NY 10457; Tel (718) 466-3880

Brooklyn-250 Livingston Street, 8th fl. Brooklyn, NY 11201, Tel (718) 923-2671, 75

Queens-120-55 Queens Boulevard, 1st fl, Kew Gardens, NY 11415 (718) 520-2020, 2021, 2022, 2023

Staten Island-60 Bay Street, Staten Island, NY 10301 (718) 876-6820