



DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER & SEWER OPERATIONS

CONSULTANT'S CHECKLIST FOR THE
SUBMISSION OF A PRIVATE SEWER / DRAIN PLAN

Date: _____

Address / Location of Project: _____

Borough: _____

Approved Drainage Plan or Drainage Proposal Number: _____

Date of Approval: _____

Type of Sewer / Drain: Sanitary Stormwater Combined

Name and Address of Owner:

Name and Address of Engineer:

Telephone #: () _____

Telephone #: () _____



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THE FOLLOWING ITEMS ARE SUBMITTED HEREWITH

- | # | YES | NO | IF ANSWER IS NO, EXPLAIN IN SPACE PROVIDED |
|---|--------------------------|--------------------------|--|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | Eight (8) sets of prints of the Private Sewer Plan, signed and sealed by a New York State licensed PE or RA: _____ |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of the Approved Drainage Proposal with Approval Letter or Amended Drainage Plan |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of the City Drainage Plan

Number: _____ Adopted / Proposed Date: _____ |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | Structural calculation for non-standard structures to be signed and sealed by a New York State licensed PE or RA:

Headwall: _____ Outfall: _____ Other: _____ |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | Seven (7) sets of prints of boring logs and location drawings signed and sealed by a New York State licensed PE or RA |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of the latest tax map(s), as attested by the City Surveyor |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of approved Builders Pavement Plan and grade waiver, if applicable |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of DOT paving restoration requirements, dated: _____ |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of the latest final map (no. _____) obtained from the Borough President's Topographical Office |



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- 10 Copies of letters from utilities to filing engineer acknowledging that they have examined the private sewer/drain plan and relating their comments or acceptance of the proposed private sewer/drain with their existing facilities:

Gas: ___ Electric: ___ Water: ___ Telephone: ___ Fire: ___ Transit: ___ Other: _____
- 12 “As-built” sewer plans for project area (submit full size sheets)
- 12 Basement/first floor elevations for existing buildings along the line of proposed private sewer/drain
- 13 Final NYC Department of Health and Mental Hygiene approval of a private pumping station
- 14 Force main approved by the DEP Bureau of Engineering Design and Construction
- 15 Final Health Department approval of private sewage treatment plant. Date: _____
- 16 “Multiple Consent Form” to connect to the private pumping station / private sewage treatment plant, from its owner, to the NYC Department of Health and Mental Hygiene and the DEP Bureau of Wastewater Pollution Control
- 17 Engineer’s estimate, sealed and signed by a New York State licensed PE or RA
- 18 Review fee check in the amount of \$_____
- 19 Letter from the Borough President’s office indicating legal status of all involved streets dated: _____
- 20 Title search policy
- 21 City Mapping Agreement
- 22 Declaration of Public Use

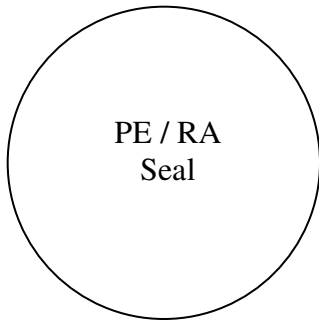


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- 23 [] [] Declaration of Maintenance
24 [] [] Declaration of Easement
25 [] [] Easement Agreement
26 [] [] Complete topographical survey, along the route of the sewer/drain, prepared or updated within one (1) year of the submission, signed and sealed by a Licensed Surveyor
27 [] [] Other (specify)

The plan(s) will all of the above information and supporting documents have been checked by the undersigned as to their completion, accuracy and legibility.



Consulting Engineer / Architect

PE License Number: _____

OR

RA License Number: _____

When required item(s) is/are not submitted for review, the plan may be returned to the filing engineer at the direction of the Bureau. It is the responsibility of the filing engineer to inquire as to the progress of the proposed project and to inform the Department of subsequent changes regarding the project.