



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER & SEWER OPERATIONS

SAMPLE COVER LETTER FOR SUBMITTING CERTIFIED CHECK  
OR MONEY ORDER

For use when the owner cannot be contacted and in lieu of a sewer bond

Date:

NYC Department of Environmental Protection  
Bureau of Water & Sewer Operations  
Engineering Division, Permitting & Inspections  
59-17 Junction Boulevard, 3<sup>rd</sup> Floor Low Rise  
Flushing, New York 11373

Attention: Mr. James A. Luke, P.E.

Re: Certified Check/Money Order for Private Sewer/ Drain in Lieu of Bond

Address: \_\_\_\_\_

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Attached herewith is an official bank / cashiers check / money order (circle one) number

\_\_\_\_\_ issued from \_\_\_\_\_ Bank made payable to the New York City  
Water Board, in the amount of \$ \_\_\_\_\_ for each mentioned lot, in lieu of a private sewer connection  
bond.

Please notify the \_\_\_\_\_ Borough Office.

Company Name:

Address:

Name of contact person:

Telephone number:

Encl:

Certified Check/Money Order, Payable to NYC Water Board (dated less than six months from the date of  
application)

Copy of the House Connection or Site Connection Proposal

Copy of the Missing Owner Affidavit