



DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER AND SEWER OPERATIONS

GENERAL REQUIREMENTS FOR SITE/HOUSE CONNECTION PROPOSAL SUBMISSIONS

A Site/House Connection Proposal must be filed to obtain sewer information certification for all developments. Site/House Connection Proposals only certify the availability of a connecting sewer

The following are the summarized submission requirements for the certification and self-certification of Site/House Connection Proposals. Applicants are required to provide all data, calculations, plans, and supplemental materials that support and clarify the applicant’s proposal for the disposal of all storm and sanitary discharge from their proposed development.

For your convenience and reference, the section headers in these guidelines correspond to their respective sections on the SCP/HCP form and contain an embedded link to the applicable subsection of the [Rules of the City of New York, \(R.C.N.Y.\) Title 15, Chapter 31](#) outlining the complete requirements for submitting a Site/House Connection Proposal.

Required supplemental DEP submission standards are outlined in Appendix A.

GENERAL:

One application is required per tax lot or part of a tax lot. Incomplete or illegible forms will be returned to sender without review. A house connection proposal may only be requested for fee simple projects with a site area of 20,000 sf or less, with 1, 2, or 3 family occupancy.

Requirements:

- 1. Submissions must be the standard fillable SCP/HCP form with sections A-G filled out by the applicant, attachment ‘F’, a site plan, a scan of the fee, and any required supporting documents. The submission must be in Adobe Acrobat PDF file format, and must be emailed to SewerInfo@dep.nyc.gov along with a cover letter explaining the nature of the project. Self-certified submissions must also fill out section H and the ‘Statements and Signatures Section’; Please see [the instructions for submitting water and sewer applications and permits](#).
- 2. Site plans and Attachment ‘F’ must be made in accordance with DEP approved standards (see appendix A);
- 3. Applicants submitting an SCP/HCP application must be either a New York State Licensed Professional Engineer (PE) or a New York State Registered Architect (RA), and applicable documents must be signed and have scans of the original PE/RA seals. Surveys must be signed and sealed by a licensed land surveyor (LS); The signature may use the digital signature field or may be on the seal. The seal should be uploaded onto the form by clicking the "PE/RA Seal" button.
- 4. Checks and Money Orders for applicable review fees must be made payable to the **New York City Water Board** based on the following fee structure:

• <u>House Connection Proposal (HCP)</u>	HCPs:	\$200.00
• <u>Site Connection Proposal (SCP)</u>	SCPs - First 10 acres:	\$0.02/ ft ² (\$325 minimum)
	Area Beyond 10 acres:	\$0.015/ ft ²

The review fee must be sent to:

**Attn: Director of Connections and Permitting Bureau
of Water and Sewer Operations
NYC Department of Environmental Protection 59-17
Junction Boulevard, 3rd Floor Low-Rise Flushing, New
York 11373**

The fee should be sent along with the standard filing fee cover letter, and must have the project address, block, and lot noted in the memo line. A scan of the payment must be included with the digital submission sent to SewerInfo@dep.nyc.gov. A review fee based on the total lot area, or area of the scope of work for part of a lot is required for each SCP form submitted, and as a result it is required for each tax lot or part of a tax lot that is submitted. If there are any questions, please call 718-595-3700.

- 5. If the application was previously certified and requires recertification, the following, in addition to the above, is required:
 - a. A comprehensive cover letter explaining why a recertification is needed. Refer to the previously certified Site Connection Proposal number.
 - b. One copy of the previously certified form and attachment “F”.
 - c. One copy of the previously certified site plan.
 - d. If any connection is installed, explain why and provide documents.
 - e. If the application is expired, additionally:
 - i. an updated survey is required.
 - ii. a new review fee is required.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF WATER AND SEWER OPERATIONS

GENERAL REQUIREMENTS FOR SITE/HOUSE CONNECTION PROPOSAL SUBMISSIONS

SELF-CERTIFICATION RESTRICTIONS:

Professional engineers (PE) or registered architects (RA) are restricted from self-certifying the following applications:

1. Development/Project is not filed with NYCDOB.
2. Projects involving mapping actions;
3. Connection(s) to a proposed private sewer or drain under construction to serve a proposed development;
4. Proposed developments to be constructed in staged phases, those on part of a tax lot; or in areas rezoned after June 1993
5. To connect to a sewer or drain where the flow discharged must pass through a private pumping station;
6. Proposed developments which must utilize an easement through, or cross, adjacent properties, to gain access to an approved outlet;
7. Proposed developments on a site traversed by a watercourse, active ditch, or existing sewer easement;
8. Proposed discharge of flow to a private drain not built in accordance with the City drainage plan and which is not owned by the owner(s) of the proposed development(s);
9. To connect to sewers or drains discharging to a private sewage treatment plant;
10. For proposed sanitary discharge to an interceptor sewer or to six (6) inch diameter sanitary sewers or drains;
11. For proposed discharge of site storm flow to a highway drain, Work Project Administration (WPA) sewer, Temporary Connection (TC), plumber's drain, watercourse diversion, or State arterial highway drain;
12. For skewed connections or connections to stub extensions from existing manholes

A. PROJECT DATA:

Applicants must provide the project address, borough, block, lot, and zoning for the proposed development. Additionally the name, address, email, and phone number for both PE/RA/Applicant and property owner is required. Applications with Tentative Tax Lots must include a tentative tax lot form (R.P. 602). No connection permits will be issued until the Department of Finance (DOF) certifies a final tax lot number.

B. PROJECT USE:

Applicants must indicate building and site use if not residential (i.e. restaurant, car wash, hospitals, etc), the type of ownership, and the total number of buildings (including total number of dwelling units if applicable).

C. SITE/HOUSE CONNECTIONS REQUESTED:

Applicants must detail the number, type (sanitary, storm, combined), diameter, and total Q for sanitary storm, and combined flow for each proposed connection. The proposed method of all sanitary, storm, or combined discharge from the site must be indicated in this section and on the attached site plan. Flow must be restricted to the maximum release rate determined by the [Unified Stormwater Rule \(USWR\)](#). If detention and/or retention of storm flow is proposed, detail in Section E.

D. CONNECTION INFO:

Applicants must check the appropriate boxes for each proposed method of connection as specified in Section C, with the following requirements*:

1. Use existing spurs, risers, or curb connections if the proposed connection has the same diameter.
2. The applicant may propose to install a new riser, if required, in accordance with DEP Sewer Design Standards.
Risers not in conformance with DEP sewer design standards must be reviewed and approved by BWSO-Regulatory Review prior to certification.

Where no spur or riser exists, or an existing spur or riser is unusable, the following methods of installation shall be used:

3. Fold spur in: Six (6) inch diameter house connections to sewers less than 10" in diameter must be made by replacing three sections of sewer with two straight sections and a central spur piece.
4. Coring: An approved coring machine shall be used to cut into the city sewer for the purpose of permanently affixing a spur when:
 - a. The new house connection is 6" diameter and the sewer into which it will be connected is 10" or larger; or
 - b. The new house connection is 8" diameter and the sewer into which it will be connected is 12" or larger; or
 - c. The new house connection is 10" in diameter and the sewer into which it will be connected is 24" or larger; or

DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WATER AND SEWER OPERATIONS

GENERAL REQUIREMENTS FOR SITE/HOUSE CONNECTION PROPOSAL SUBMISSIONS

- d. The new house connection is 12" to 16" in diameter and the sewer into which it will be connected is 48" or larger.
- e. Connections to brick sewers, if no spur or riser is available, should be made by coring in accordance with DEP requirements.
- f. No coring of the following sewers shall be permitted:
 - i. Clay pipe sewers on soil bedding without concrete cradle.
 - ii. Cement pipe sewers.
5. Manhole Conn: Whenever a manhole connection is requested, a preliminary meeting with the SCP review unit is required. When the new connection is 10" in diameter and the sewer into which it will be connected is smaller than 24" in diameter, or when a 12" to 16" diameter house connection is to be made to a sewer under 48" diameter, or an 18" diameter or larger connection is to be made to sewer of any size, a manhole shall be used to accommodate such connection. If no manhole exists, a new manhole shall be required. Details must be shown for all connections over 15", whether to a manhole or directly to the sewer.
Manholes not in conformance with DEP sewer design standards must be reviewed and approved by BWSO-Regulatory Review prior to certification.
6. Reuse of legally plugged connections must be in compliance with DEP requirements. Reuse of existing connections requires a NYC DEP Certificate of Inspection (CoI) or ALL of the following:
 - a. A dye test performed in the presence of a DEP inspector.
 - b. A recent water bill for the property.

*Direct connections to interceptors or branch interceptors are not allowed.

E. GREEN INFRASTRUCTURE (GI) INFORMATION:

Applicants are required to fill out the fields in this area to the best of their ability. All fields should correspond to the proposed stormwater management systems shown on the site plan, and are only applicable to storm discharges. The total release rate to all fronting sewers, the maximum release rate to the fronting sewers, the nature of all of the GI facilities that are proposed, the roof slope, and site infiltration rate must be specified. The other fields are specific to the individual practice, provide the: weighted tributary c (runoff coefficient) to the practice, the volume required, volume provided, the contributing area to the practice (Contr. Area) in sf, the GI footprint (area taken up on the site by the practice, in sf) and the release rate (if any) of the practice to the sewer. The primary structure is the one that discharges to the sewer.

The maximum stormwater release rate from a site connecting to a combined sewer is 0.1 cfs / 43560 square feet of site area or 0.046 cfs, whichever is greater. The maximum stormwater release rate from a site connecting to a storm sewer is 1 cfs / 43560 square feet of site area or 0.046 cfs, whichever is greater. Other rules may be noted in [Chapter 31, the Rule Governing House / Site Connections to the Sewer System](#). Stormwater management systems must be designed in accordance with the guidelines set in the [New York City Stormwater Manual](#).

F. PRIVATE SEWER/DRAIN AND FORCE MAIN DATA:

Applicants are required to fill out all items in this section when applicable. Portions not applicable to the proposed connection should be marked N/A. A copy of the approved private sewer/drain plans and construction permit must be included with the SCP package for verification. If the application proposes to franchise a force main in the bed of a mapped street under revocable consent issued by the NYC DOT, the force main check box must be checked, and the location of the sewer that the main will connect to must be noted.

G. SUPPORT DOCUMENTS:

All required support documents must be included with application at the time of submission or checked N/A as required. Details of specific requirements for applicable documents may be found in Appendix A.

1. Attachment 'F' – one (1) page of the application package, consisting of a sketch of the site with connection information including inverts. This is always required and must be letter size (8.5" x 11") or legal size (8.5" x 14").
2. Site Plan – one (1) page of the application package with information about stormwater management facilities and connection information. This is always required, but the maximum is sheet designation E (34" x 44").
3. Survey – one or more (1) pages of the application package. The survey must have a watercourse note and have been completed within one year of the date of submission. This is always required.
4. Tentative Tax Lot Form (R.P. 602)– apportioned or merged tax lots, or temporary tax lots applying for a site or house connection application require this form from the Department of Finance to be submitted with the application package.
5. Industrial Waste Approval – Industrial Waste Approval may be required for any site specified as "Other" in section B if deemed necessary by the Industrial Waste Section of the Bureau of Wastewater Treatment (BWT). BWT may be contacted in advance to determine if this approval is required for the proposed development. Specify Pending if the Industrial Waste Approval or Exemption is being processed by BWT at the time of submission.

DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WATER AND SEWER OPERATIONS

GENERAL REQUIREMENTS FOR SITE/HOUSE CONNECTION PROPOSAL SUBMISSIONS

6. Boring Logs – Required whenever onsite retention of storm flow is proposed. Boring logs must be signed and stamped by the New York State PE under whose supervision the work was done. Borings must be taken at the location of the proposed retention facility. The boring log must have a percolation test as part of the investigation.
7. Owner's Association or Deed Restriction – A Notarized affidavit from the property owner is required for all Owner's Association (HOA, SOA, and POA) plans. A deed restriction is required for any plan requiring such.
8. Other Documents – Other documents may be required to analyze the site connection proposal. Specify in the text box the title of any additional documents included with the application package. This includes but is not limited to:
 - a. A Department of Environmental Conservation (NYSDEC) permit – required when discharging any stormwater to a protected wetland, or through an outfall to any water body.
 - b. Board of Standards and Appeals (BSA) approval – required when proposing to build within any mapped street area, as designated by the specific instructions on the BSA.
 - c. Uniform Land Use Review Procedure (ULURP) mapping or de-mapping actions – required when the lot areas are to be reconfigured from existing conditions with mapping or de-mapping actions.
 - d. Rezoning actions – any documentation which modifies the zoning density beyond what is shown on the DOF tax map.
 - e. Hydraulic studies – may be required when connecting to any 6" or 8" sewer, when the site is within a DEP designated rezoning area, or when it is required to verify the capacity of the existing sewer.
 - f. Documentation for any existing or proposed utility easements granted by nearby property owners for the use of site drainage facilities.
 - g. Documentation for any existing easements on the property granted to any public agency, particularly easements for DEP Utilities. If a DEP utility runs within the site, and there is no existing easement document, the applicant must submit a draft declaration of easement for review by DEP legal counsel.
 - h. A consent decree – Owner's consent (complete with original signatures and corporate seals) showing project block(s), lot(s), and addresses is required if sanitary flow discharges from the proposed site to a private sewage treatment plant (STP) or private pumping station (PS).
 - i. Department of Health (DOH) Approval – DOH approval is required if sanitary flow from the site discharges to a private sewage treatment plant or pumping station not in accordance with the approved drainage proposal.
 - j. Builder's Pavement Plan – changes in street drainage from development or proposed storm flow discharge beneath sidewalk drains to existing or proposed catch basins require an approved paving plan to be submitted.
 - k. Post Construction Stormwater Permit – this is required whenever a site intends to disturb more than 20,000 sf of area or add 5000 sf of impervious area to a site. The permit is provided by NYC DEP's Bureau of Environmental Planning and Analysis, contact stormwaterpermits@dep.nyc.gov for more information.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF WATER AND SEWER OPERATIONS

APPENDIX A: DEP APPROVED SITE PLAN STANDARDS

All Site or House Connection Proposal Applications submitted to DEP must include site plans that meet the following criteria approved by DEP in addition to any criteria outlined in the guidelines:

1. Site plans must be to scale and no larger than sheet designation E (34" x 44") and include original submission and revision dates (if applicable). Datum must be NAVD88.
 - a. Applicants are required to submit one (1) copy of a current site survey (within one year) complete with a signature and stamp from a Licensed Land Surveyor (LS). Cases where streams or watercourses traverse a site and will be impacted by the development must be shown and properly labeled.
2. All building and lot lines identified by block and lot, project location, distance from the nearest intersecting street, existing and proposed grades, existing sewers (indicating size, type, material, manhole-to-manhole distance, direction of flow, manhole rim and invert elevations, distance from downstream manhole to connection), watercourses, and existing or proposed easements dimensioned and located.
3. North arrow clearly displayed. All streets named and printed along respective street line.
4. Connections to combined sewers must meet the following criteria:
 - a. For combined sewers that will remain combined, the combination of sanitary and storm drains must be made at the property line
 - b. For combined sewers where future separation is possible, storm and sanitary drains should remain separated within the site and combine into one connection outside the property line
5. All proposed and existing site connections to sewers need to be displayed and show the following:
 - a. Diameter.
 - b. Type (sanitary, storm, or combined) including the disposal method for all sanitary and storm discharge.
 - c. A note indicating special design conditions, including mandated use of a specific material.
 - d. Invert elevation of the connection at the property line and at the point of entry to the sewer, and the invert of the sewer at the point of the connection. Calculate and show the pitch of the connection(s).
 - e. Distance from the property line to the sewer.
 - f. Any connection 15" or larger must show a connection detail to the sewer.
 - g. No bends on connections are permitted outside of the property line.
6. A clean out manhole is required inside the property line for all common internal sanitary, combined, or storm drains serving multiple lots. Common internal sanitary or storm drains serving multiple lots should be in a clearly defined common area and may not run under buildings unless proper access is provided for maintenance, repair, or replacement.
7. The connection to an existing manhole or sewer should be approximately perpendicular. The invert elevation of connections at the point of entry to circular sewers must be between 75% and 92% of the diameter of the sewer (two and one o'clock). The invert of connections to manholes must be at least 3" above the outer bench, and the inner top of the connection should not be lower than the inner top of the sewer. No drop pipes are permitted inside manholes.
8. The crown of a connection to a reinforced concrete box sewer must be 12" below the inside top of the sewer.
9. When the Department of Buildings approves the use of an internal ejector system to serve more than one building, the ejector must discharge into a standard pressure relief manhole on the owner's property, then flow via gravity into the existing street sewer. The inflow and outflow pipes should offset from each other horizontally and vertically one unit of pipe diameter. Detail drawings (including dimensions) of these manholes should be included on the site plan.
10. All swimming pools must show size, capacity, and location on site plan and must drain to a sanitary or combined sewer. Certifications are not an approval of swimming pool discharge and a separate filing is required.
11. Site plans must show separately (in square feet) the paved, roof, grass, dirt, or other surfaces not mentioned. The total site plan area must be shown and be the same as the sum of the component areas
12. Show the hydraulic loading for both sanitary and storm discharge, actual and maximum:
 - a. Sanitary flow should be computed based on zoning in accordance with DEP sewer design criteria, not on fixture units
 - b. Design storm flow must be calculated by standard DEP design criteria using a rainfall intensity of 5.95 inch/hour. The runoff coefficient for roof areas is 0.95. The total site area must be used in computing design storm flow. For additional information, please see the [New York City Stormwater Manual](#).
 - c. Required stormwater management volume must be computed in accordance with DEP criteria. The design and details of any controlled flow device and detention facility, including the provided detention volume, must be shown on the site plan. Plan and cross sections with elevations must also be shown for the detention facility. For additional information, please see the [New York City Stormwater Manual](#).
 - d. On-site stormwater retention must comply with DOB requirements and must be so noted.