



The City of New York
 Department of Environmental Protection
 Bureau of Customer Services

Application for Wastewater Allowance (Do Not Use for Evaporative Cooling Towers) PLEASE PRINT OR TYPE ALL INFORMATION		
Property Address:		
Borough:	Block:	Lot:
Type of Business:		
Water/Wastewater Account Number:		
Owner/Authorized Agent Name (Attach Authorization Letter):		
Owner/Authorized Agent Address (if different than Property Address):		
Daytime Phone Number:	Fax Number:	Email:

I recognize that, if eligible, I will receive a wastewater allowance as set forth in Part III, Section 6 of the New York City Water Board Water and Wastewater Rate Schedule, for a period of five years from the date of DEP approval. I have attached all required documents, as described in Part III Section 6, to this application form. I have also attached a description of the use of the process water.

 Owner/Authorized Agent's Signature

 Owner/Authorized Agent Name (Print)

Date: _____

- I am applying for **a standard wastewater allowance (Rate Schedule Part III, Section 6)**
- I am applying for **an exception to a standard wastewater allowance**

Note: DEP may reject any Application which, at the time of filing, is missing one or more items of information or documentation that is required in order to make the Application a Completed Application.

Please return this application and all supporting documentation to the BCS office in your Borough:
 Manhattan: 55 West 125th Street, 9th Floor, New York, NY 10027
 Bronx: 1932 Arthur Avenue, 6th Floor, Bronx, NY 10457
 Brooklyn: 250 Livingston Street, 8th Floor, Brooklyn, NY 11201
 Queens: 59-17 Junction Blvd., 9th Floor, Flushing, NY 11373 (Call 718-595-3258 for appointment)
 Staten Island: 60 Bay Street, 6th Floor, Staten Island, NY 10301

Checklist for DEP Use Only:

Is property metered?

- Yes No - Reject Application as Unqualified

Copy of “licenses required for business operation” attached?

- Yes No - Reject Application as Incomplete

Is the property delinquent on water/sewer charges or property taxes?

- Yes - Reject No

Has the applicant attached a brief description of what the water is used for to assist in identifying which allowance they are requesting?

- Yes No - Reject Application as Incomplete

Is the applicant requesting an exception to one of the standard wastewater allowances?

- Requesting standard allowance - process locally
- Requesting exception - forward to Bureau Engineer (Maria Petkanas, P.E.)