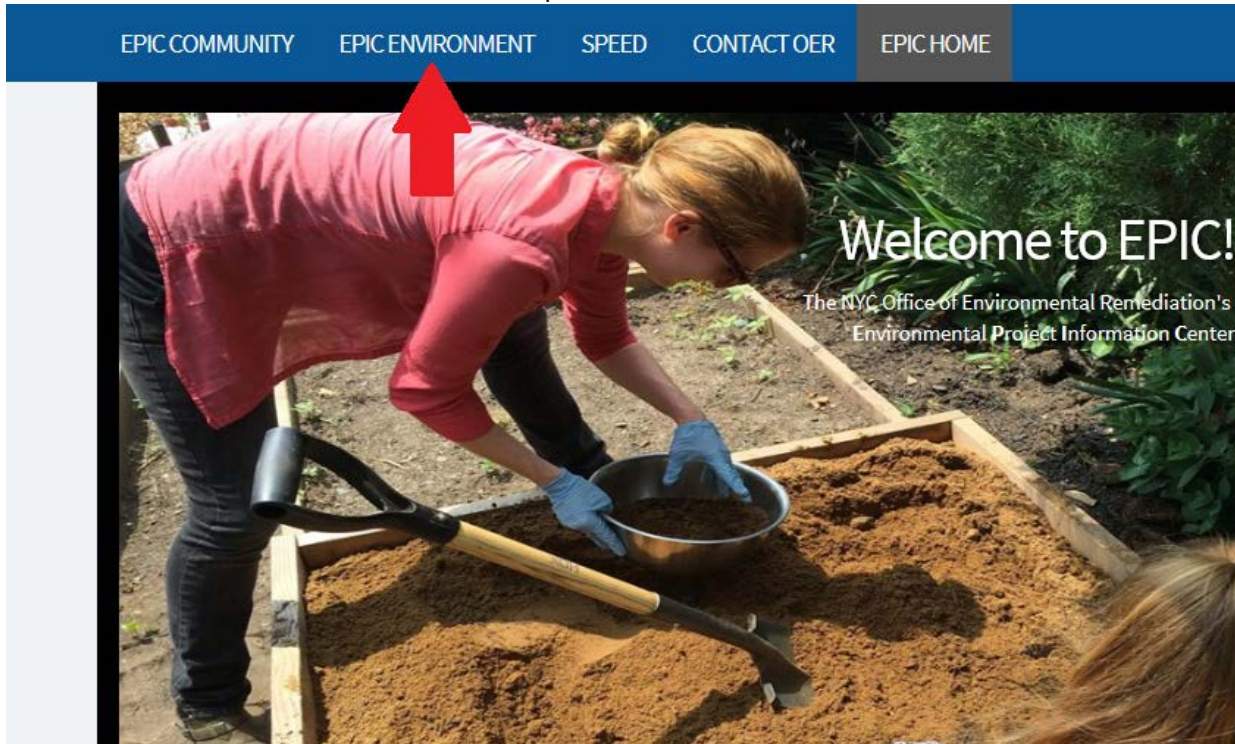


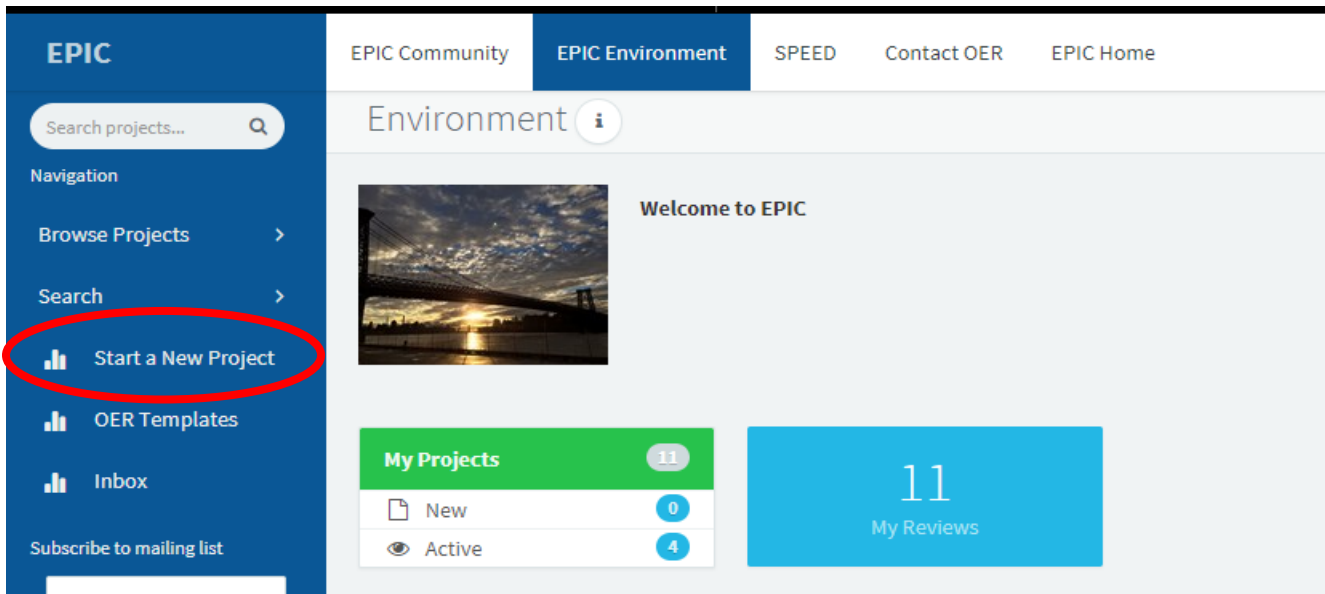
Please note that these instructions are designed for new projects – NOT for projects that are currently or have previously worked with OER. For Notice of No Objection requests on existing OER projects, please contact your OER project manager, or call 212-788-8841.

### To Apply for a Notice of No Objection:

1. Go to the EPIC home page at <https://a002-epic.nyc.gov>
2. Sign in with your username and password
3. Click the “EPIC Environment” tab at the top



4. Click on “Start a New Project”



EPIC Community EPIC Environment SPEED Contact OER EPIC Home

Environment *i*

Welcome to EPIC

My Projects 11

New	0
Active	4

11

My Reviews

5. If your project qualifies for a NNO based on the criteria listed, click the blue “Notice of No Objection” button. Otherwise, please call the OER main line at (212) 788-8841.

My Workspace

17EH-N063X

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### Start New Project

Please select which type of project you would like to submit: are you applying for a Notice of No Objection, or are you submitting a New Development Project?

Notices of No Objection (NNOs) are available for DOB Job Filings on properties with e-designations or restrictive declarations where the DOB job filing involves only minor alterations that do not trigger a Hazardous Materials, Air Quality, or Noise technical review by OER. An OER NNO satisfies both the Notice To Proceed and Notice Of Satisfaction requirements.

- If you have questions about whether the scope of work qualifies for a Notice of No Objection, please review this fact sheet or contact OER at 212-788-8841.
- A DOB Job number is required in order for OER to issue a Notice of No Objection.
- Changes of use to residential or office space are generally NOT eligible for a Notice of No Objection.
- Before beginning your application, please review [Paragraph IV\(a\) of the DOB memorandum](#) which lists specific DOB Job types that do NOT require an OER Notice of No Objection.
- Notices of No Objection require fee payment. \*Please do not send a fee payment prior to receiving a fee request.\* Fee requests will be issued once OER reviews the application and determines whether the job is eligible for a Notice of No Objection.

Please choose “New Development Project” if

- The project is interested in the NYC Voluntary Cleanup Program, Jumpstart, or any of OER’s other environmental oversight programs; or
- The property has an e-designation or restrictive declaration and involves new building(s), expansions, or conversions to residential or office uses.

New Development Project

Notice of No Objection

6. The “Verify Project” page will appear. Please enter the requested property information, then click the green “Create New Project” button. **ONLY PRESS THIS BUTTON ONCE.**

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### Verify Project

Verify Project

Project Address

City Environmental Review

Contacts

Submit

**Instructions:** Please enter the primary property address. This should be a single address. Please do not enter a range of addresses.

Primary Address

Borough Street Street Name

Street N Street Name

**Instructions:** Please enter all block and lots included in the property. If the property was merged or subdivided, please also include the former lot number(s). Please do not enter a range of lots.

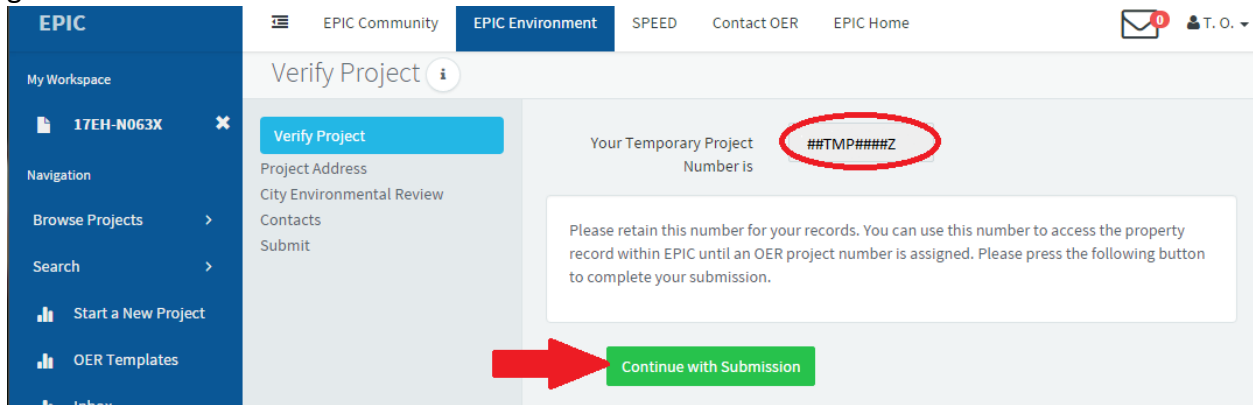
Block and Lot Info

Block No.	Lot No.	Lot Status	Action
Block No.	Lot N	Current	<input type="checkbox"/> Partial

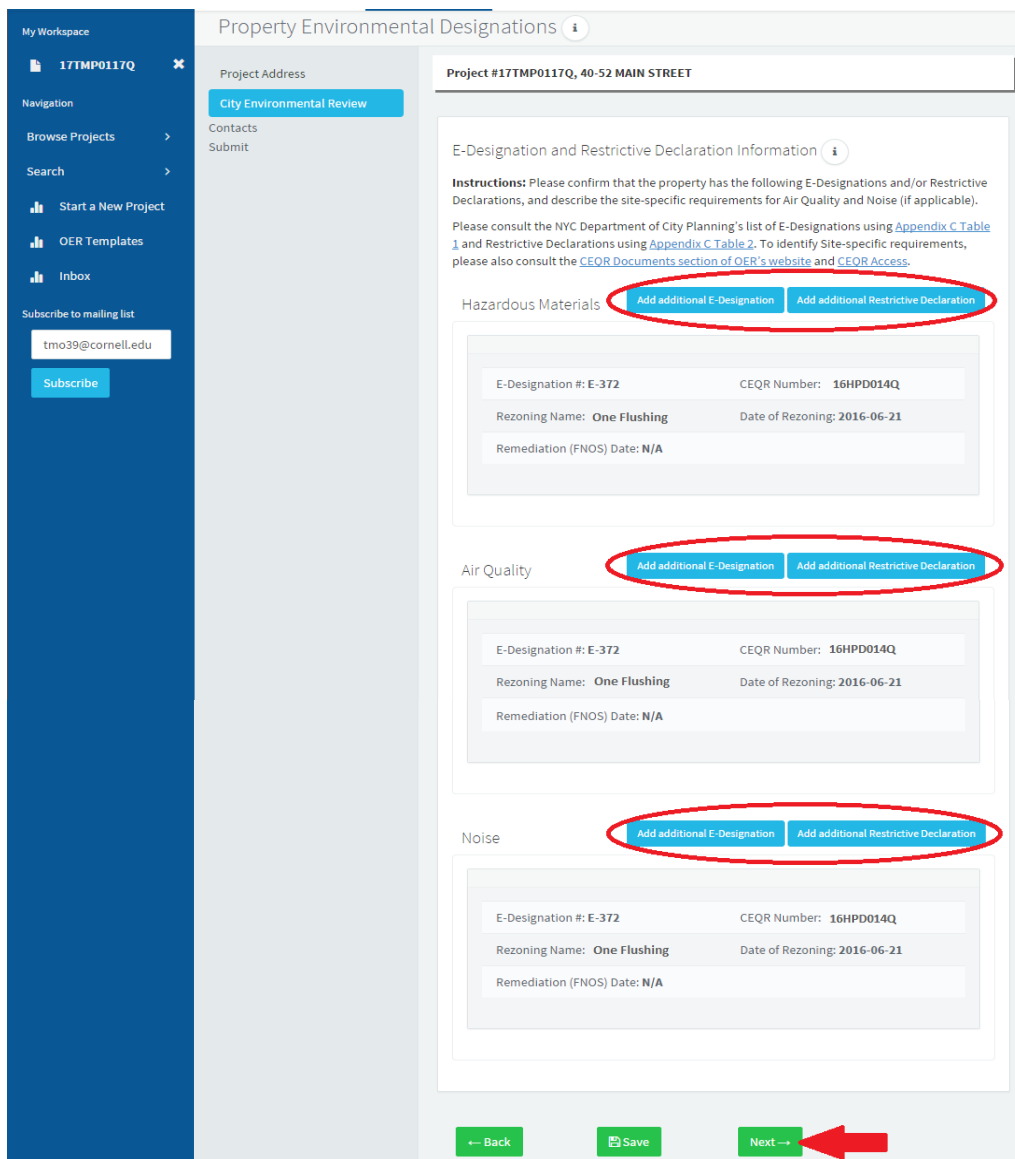
Additional Lots

Create New Project

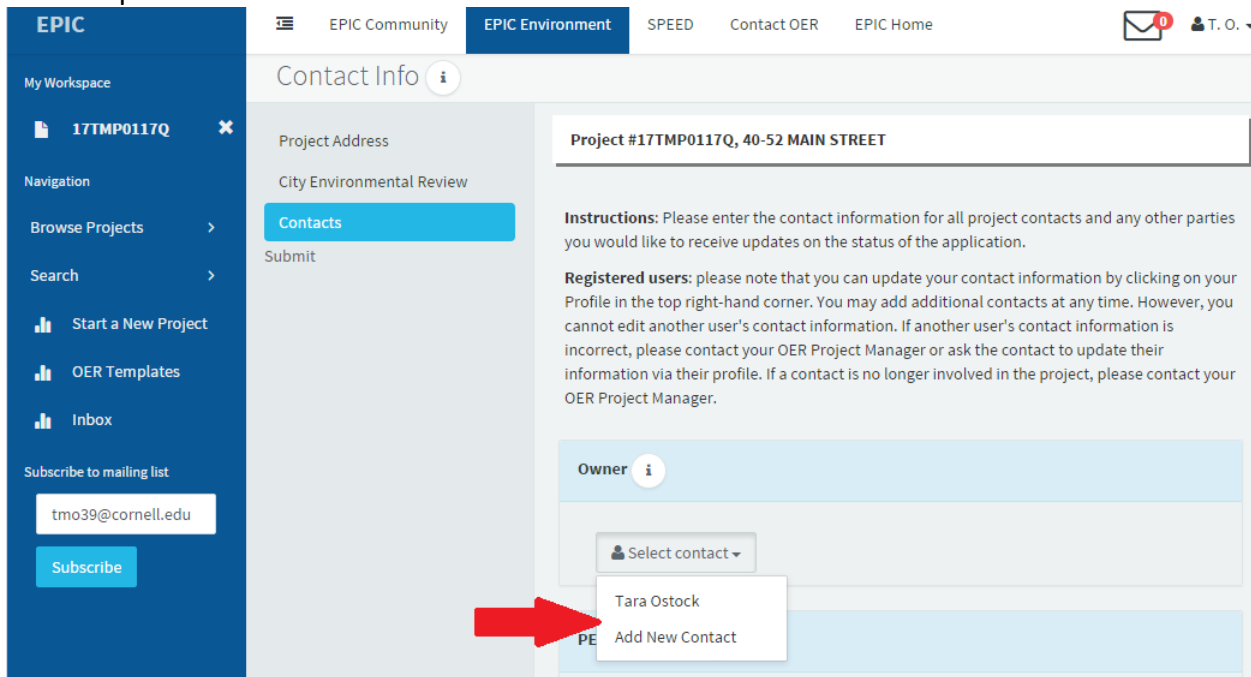
7. A Temporary Project Number will be assigned. Retain this number for your records, then click the green “Continue with Submission” button.



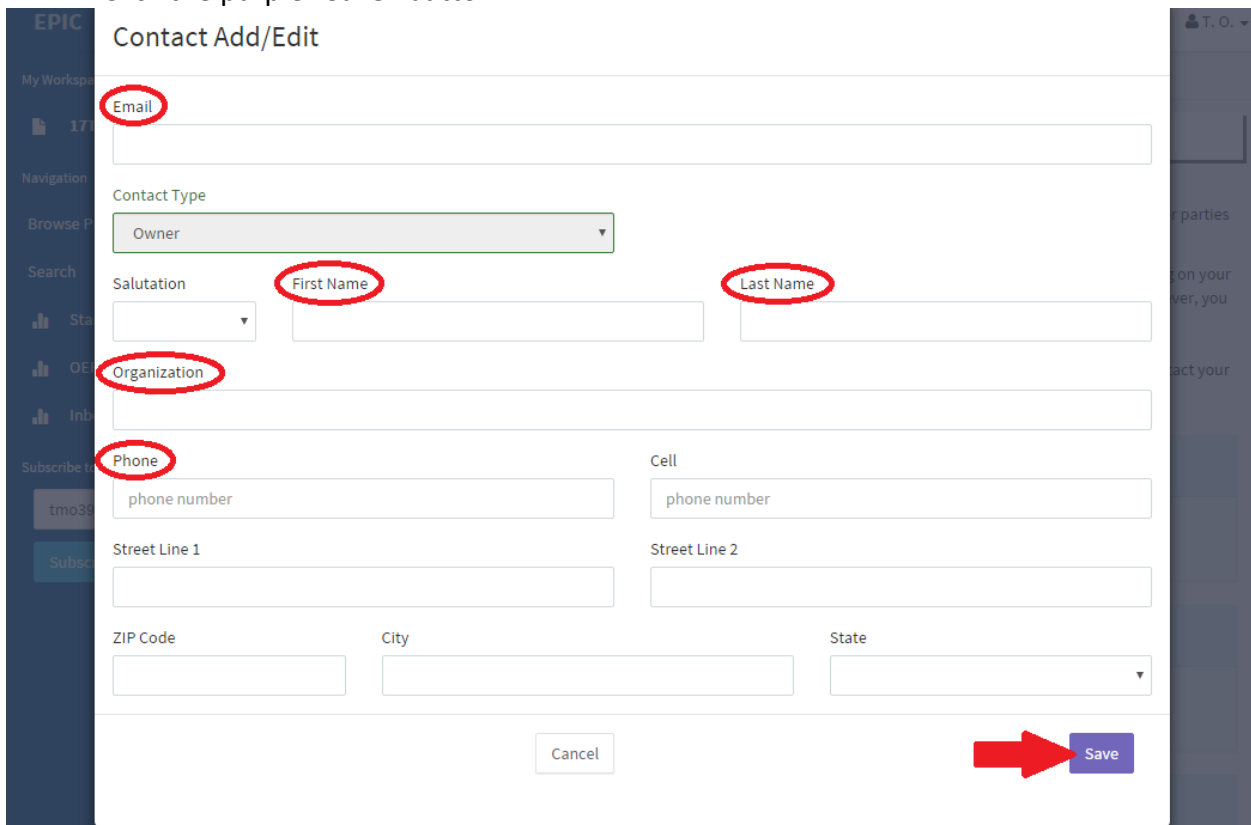
8. The “Property Environmental Designations” page appears next. Please follow the instructions to verify the E-Designation and Restrictive Declaration information.
- If it is **missing**, click the blue “Add Additional E-Designation” and/or “Add Additional Restrictive Declaration” button(s) and manually enter the E/RD information.
  - If it is **incorrect**, please contact OER at (212) 788-8841.
  - If it is **correct**, click the green “Next” button at the bottom of the page.



9. The “Contact Info” page will appear next. You must add an Owner and PE/RA of Record for the property; the Expeditor and Other contacts may be added as appropriate.
- a. If you are the contact to be added, simply select yourself from the dropdown menu.
  - b. If you’d like to add someone else as that particular contact type, choose the “Add New Contact” option.



- c. If adding a new contact, enter their information in the popup window. If they already have an active EPIC account, you should be able to choose them after entering the email address. You must have the contact’s email address, first name, last name, organization, and phone number. Click the purple “Save” button.



- d. When the Owner and PE/RA of Record have been added, the green “Save” and “Next” buttons appear at the bottom of the page. Click “Next” to continue.

EPIC

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Contact Info

Project Address

City Environmental Review

Contacts

Submit

Project #17TMP0117Q, 40-52 MAIN STREET

**Instructions:** Please enter the contact information for all project contacts and any other parties you would like to receive updates on the status of the application.

**Registered users:** please note that you can update your contact information by clicking on your Profile in the top right-hand corner. You may add additional contacts at any time. However, you cannot edit another user's contact information. If another user's contact information is incorrect, please contact your OER Project Manager or ask the contact to update their information via their profile. If a contact is no longer involved in the project, please contact your OER Project Manager.

**Owner**

OER Brownfields  
Email: brownfields@cityhall.nyc.gov, Phone: 2127888841, Organization: OER Engineering

Edit Remove

**PE/RA of Record**

Hannah Moore  
Email: hmoore@dep.nyc.gov, Phone: 2124426372, Organization: OER

Remove

**Expeditor**

Select contact

**Other**

Select contact

← Back Save Next →

10. The “Submission” page appears last.

- a. Add the DOB Job Number, Job Type, and Job Description as they appear on the DOB website (found here: <http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp>).
- b. If there is more than one DOB Job Number pertaining to the work, click the blue “Add Additional DOB Job Number” and repeat 10(a) above.

Submission

Project Address

City Environmental Review

Contacts

Submit

Project #17TMP0117Q, 40-52 MAIN STREET

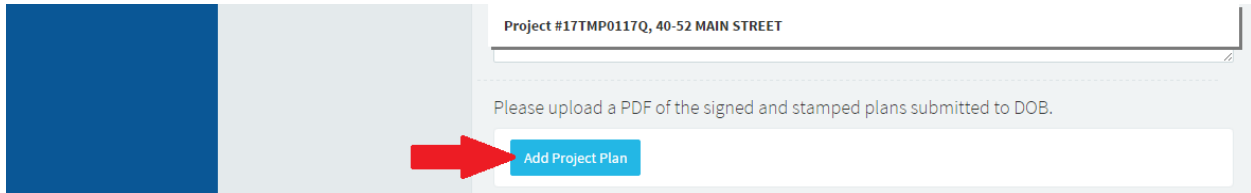
**Instructions:** Please include each DOB job number for which you are requesting a Notice of No Objection. Please include the Job Description exactly as written in the DOB application.

**DOB Job Numbers**

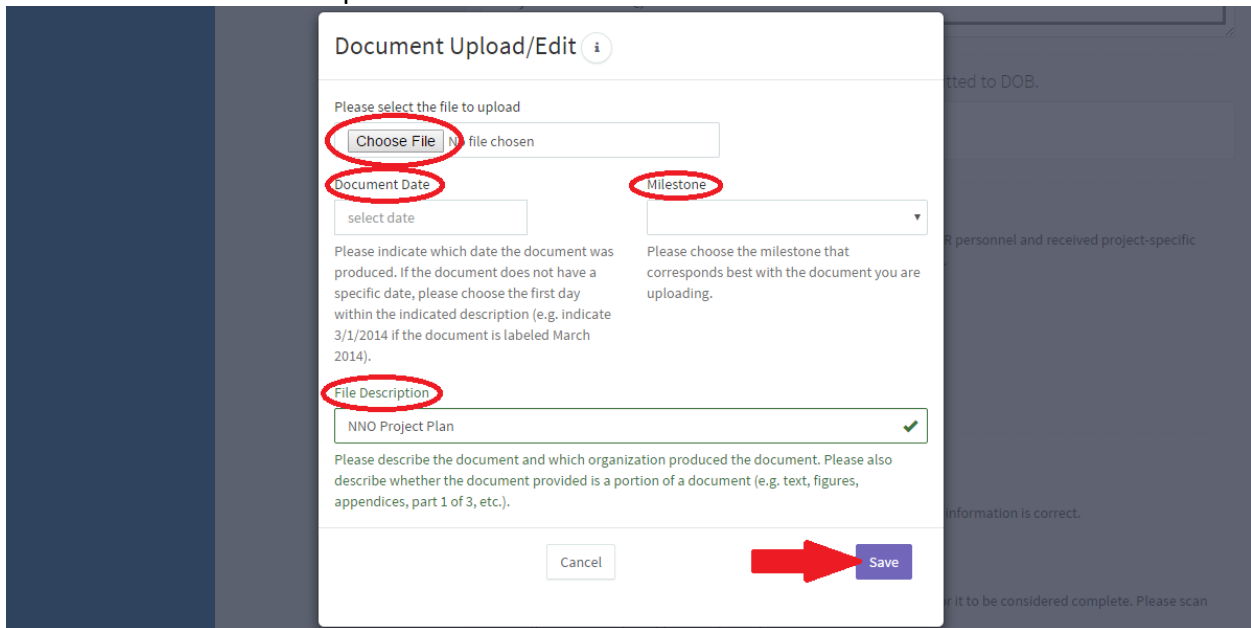
Number Job Type Job Description

Add additional DOB Job Number

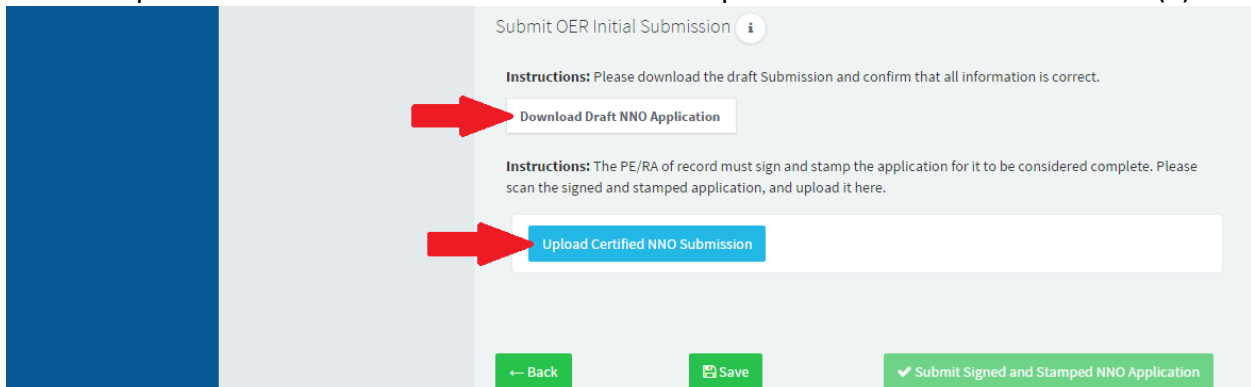
- c. Fill out the questionnaire and provide additional details regarding the scope of work, if necessary.
- d. Upload the PE/RA signed and stamped project plans by clicking the blue “Add Project Plan” button.



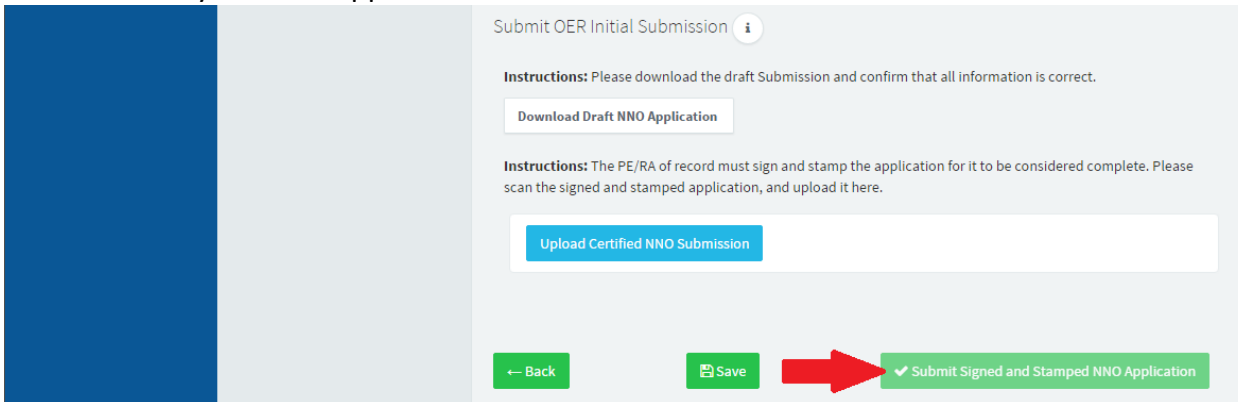
- e. On the “Document Upload/Edit” popup, select “Choose File” to navigate to the correct file on your computer to upload. Select today’s date for the “Document Date”. Under “Milestone”, select “Initial Submission – NNO Request” from the dropdown menu. The “File Description” will be pre-populated. If you are submitting more than one page, you may add P1, P2, etc. at the end; otherwise, you do not need to change the file description. Click the purple “Save” button at the bottom to upload the document.



- f. Click the “Download Draft NNO Application” button to download a pre-populated NNO Application form. After ensuring the information is correct, [check that it will be pre-populated] the PE/RA of Record shall sign and stamp the form, scan it to their computer, and click the blue “Upload Certified NNO Submission” button to upload the form as described in 10(e) above.

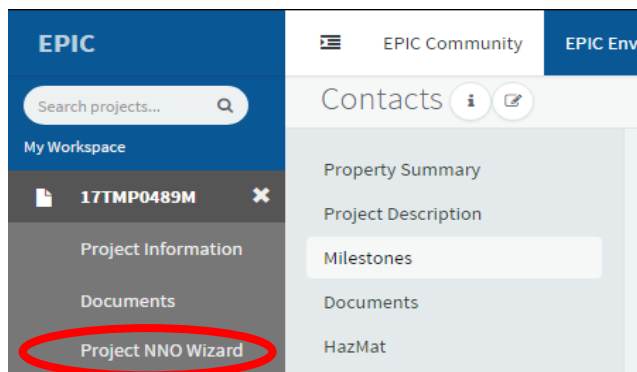


- g. After reviewing the information, click the green “Submit Signed and Stamped NNO Application” button. **ONLY PRESS THIS BUTTON ONCE.** OER will be in contact shortly regarding the status of your NNO Application.



11. If you are not ready to upload a Certified NNO Submission at this time, you may press the green “Save” button, however, **YOUR SUBMISSION WILL NOT BE COMPLETE.**

- a. To complete your NNO Application submission at a later time:
- Log in and go to the EPIC Environment tab. Click the green “My Projects” button.
  - Select the project for which you are submitting a NNO Application.
  - In the blue sidebar on the left, click “Project NNO Wizard” to return to your application.
  - Your submission will not be complete until you click “Submit Signed and Stamped NNO Application” on the wizard’s Submit page.



**Please Note:**

- These instructions are designed for new projects – NOT for projects that are currently or have previously worked with OER. For Notice of No Objection requests on existing OER projects, please contact your OER project manager, or call 212-788-8841.
- To prevent the creation of duplicate projects, **do not** click “Create New Project” or “Submit Signed and Stamped NNO Application” buttons more than once.
- If OER determines that the project is eligible an NNO, OER will issue a fee payment request. Once the fee payment is received, OER will e-file the Notice directly with DOB and notify you when a copy is available for you to download from EPIC. If the project is not eligible for an NNO or if more information is needed, your OER Project Manager will contact you.
- If you experience any errors, please contact OER at (212) 788-8841.