



DEPARTMENT OF CITY PLANNING  
CITY OF NEW YORK

ENVIRONMENTAL ASSESSMENT AND REVIEW DIVISION

Amanda M. Burden, FAICP, *Director*  
Department of City Planning

**Protocol for Public Scoping Meetings**  
**NYC Department of City Planning**  
**Environmental Assessment & Review Division**

As per Section 5.07 of the Rules of Procedure for City Environmental Quality Review, as adopted June 26, 1991, the following will serve as guideline to participation in a public scoping meeting for the preparation of a draft environmental impact statement.

Discussions regarding the scope of work will first be held between lead agency, applicant, interested and involved agencies. Following that discussion, the chair will allow the public to comment in accordance with the rules described below.

- The Environmental Assessment & Review Division, acting on behalf of the CPC as the lead agency, will chair the scoping meeting.
- All attendees of the scoping meeting will sign in on an attendance sheet, clearly printing their name, address, telephone number and affiliation.
- Those members of public wishing to speak will also sign in on a “Request for Speaking Time” sheet at the start of the scoping meeting.
- Opening remarks will be made by the lead agency, followed by introductions.
- The applicant and/or consultants, attorneys and representatives will provide a presentation of the proposal and an overview of the draft scoping document. Potential impacts, proposed methodologies and assessments will also be discussed.
- Following the presentation, the lead agency will receive comments from the representatives of the involved and interested agencies, public officials and community boards regarding methodologies and issues to be addressed in the draft environmental impact statement.

- All requests for additional information and/or technical memoranda are subject to review and approval by the lead agency, in this case the Environmental Assessment & Review Division.
- After the conclusion of the discussions with the interested/involved agencies, public officials and community boards that are coterminous with the geographic area directly affected by the action(s) proposed, speaking time will be provided for the members of the public. The names of the “Request for Speaking Time” sheet will be called in order of appearance. Each individual will be allotted a 3 minutes to state his/her concerns to the lead agency and applicant regarding the issues to be addressed in the draft environmental impact statement.
- Only CEQR scope of work items may be discussed. Only informational discussions regarding the ULURP application as it pertains to the CEQR scope of work will be permitted.
- The lead agencies will accept written comments at the conclusion of the scoping meeting and for ten days thereafter.
- All subsequent requests for information or comments on the scope of work by interested or involved agencies, public officials or community boards shall be directed to the Environmental Assessment & Review Division for review, approval and transmission to the applicant and representatives. Any additional information or responses to requests for additional information will be sent by the applicant to the Environmental Assessment & Review division which will be responsible for transmission of such information, unless otherwise stated or discussed.
- Within 30 days of the scoping meeting, the lead agency will issue a final scoping document.

The project manager and director of EARD are the designated recipients of all information pertaining to the preparation of the DEIS and will be named during the scoping meeting. All interested and involved agencies are asked to submit any questions or comments regarding the CEQR application to the lead agency. To avoid confusion, there should be no direct contact/correspondence between involved and/or interested agencies and the private applicant, except as authorized by the lead agency.