

INSTRUCTIONS FOR EAS SHORT FORM

PART I: GENERAL INFORMATION

1. Consult the Type I lists in 6 NYCRR 617.4 and 43 RCNY 6-15(A) to see if the proposed project meets any of the listed thresholds for a Type I project. If it does, pursuant to state regulations you may not use the EAS Short Form. Check the 'No' box and proceed to complete an EAS Full Form.

Note: For some Unlisted actions, although they do not meet or exceed Type I thresholds, it may be appropriate to use the EAS Full Form. Consult with the lead agency or MOEC if there is a question as to which form to use.

2. **Project Name:** Indicate a short name for the project. This should be less than 50 characters and spaces total, should be descriptive of the project, and include the type of the proposed project. For example, a name that is a simple street address does not yield much information – “23 West 107th Street.” However, a name such as “23 West 107th Street – Variance” provides additional information that can be useful as a ‘key word’ when searching a database.
3. **Reference Number:** If the CEQR number has been assigned or is known, enter it in the space provided. If other reference or calendar numbers are known (such as ULURP or BSA calendar numbers), enter these in the spaces provided. If these numbers are not known, leave the spaces blank.
4. **Lead agency information:** Enter the name of the lead agency, the contact person at the lead agency and that person’s contact information in the appropriate spaces.

Applicant information: The applicant is the private entity or the city agency that is requesting lead agency action. For example, a private development company may request that the City Planning Commission entertain a request to rezone a particular area or parcel of land. In this case, the private development company is the applicant. Enter the name of the representative and that person’s contact information in the appropriate spaces. If one city agency needs to have another agency take an action (e.g. if the Department of Housing Preservation and Development needs to change a zoning map or the zoning text), then HPD is the applicant and the agency contact’s information is entered into the appropriate spaces.

5. **Project Description:** Describe the project to be undertaken, including its purpose and need, whether it is a site-specific action or a generic action, the specific components of the project (buildings or other structures, open space,

etc.), the characteristics of the project (residential, commercial, 24-7 operations, etc.) and LIST the actions by agency that require approval in order to facilitate the completion of the project. Note: This field will accommodate additional characters as they are typed by reducing the font size. All typed text will be visible in the field. If additional space is needed, attach a separate project description.

6. **Project location:** Note: Complete either 6a. *or* 6b., depending on project site.

6a. For projects at a single site, enter the requested information. If the neighborhood does not have a name or if unknown, please leave this space blank. For tax block and lot, indicate the block(s) and lot(s) numbers, including partial lots. An example of the bounding street is "the blocks bounded by East 14 Street to the south, First Avenue to the east, Fifth Avenue to the west and East 20 Street to the north."

6b. For large area projects, list all the blocks and lots affected and provide a description of the area using the bounding streets as described for 6a. It is strongly encouraged that shape files also be submitted for large area projects. If the action applies to the entire city, for example enactment of a local law, enter "citywide" in this space.

7. **Required actions or approvals:** Check each box that specifies an approval needed for the project. If the "State or Federal" box is checked **YES**, list the agency(ies) and the type of action required (permit, funding, etc.) for each.

8. **Site Description:**

Directly affected area: the directly affected area consists of the project site and the area subject to change in regulatory controls.

Graphics: Provide the requested graphics, ensuring that each clearly depicts the boundary of the directly affected area and indicates the 400 foot delineation from the outer boundary of the project site. Maps are not to exceed 11" x 17" and must be folded to 8.5" x 11" for submission. For large area projects (see 6b., above), it is strongly recommended that shape files be submitted. For those projects where developing a GIS shapefile is infeasible, provide the building block and lot (BBL) number for each site affected by the project.

Physical Setting: Enter the size of the directly affected area in square feet; enter the square footage of the surface area of any water body in the directly

affected area; enter the square footage of existing roads, buildings and other impervious surfaces in the directly affected area. For example, a 350,000 SF parcel may have a freshwater pond with a surface area of 8,000 square feet, a building with a footprint and associated parking lot of 20,000 square feet and a macadam road that is 0.4 mile long and 12 feet wide. The entries should be:

Totally directly affected area: 350,000 SF
Waterbody: 8,000 SF – freshwater pond
Impervious surfaces: 45,344 SF (20,000 SF building + $0.4 \times 5,280 \times 12 = 25,344$ SF of road)

Any other features on the area should be described and the square footage estimated. For example, rock outcroppings – 1,200 SF.

9. **Physical Dimensions and Scale:** This section provides the lead agency with information on how large the project will be. If the project is not a construction project, indicate N/A for any fields that do not apply.
10. **Analysis year:** Enter the year that the project is to be completed and operational. Also, indicate the duration of any construction and whether or not the construction will happen in a single phase or multiple phases.
11. **Area Land Use:** Check each type of land use that is found in the vicinity of the project.

PART II: TECHNICAL ANALYSES

Questions 1 through 19 in Part II pertain to each of the technical areas that are examined in a CEQR environmental review and provides a link to the appropriate chapter of the CEQR Technical Manual for ease of reference. Also, for certain questions, links to additional information (such as forms or maps) are also provided. All nineteen questions must be answered.

After considering the effect of a proposed project on each technical area, the questions should be answered **YES** or **NO**. If additional information is requested when a question is answered **YES**, then submit that information with the EAS form. The lead agency will review the EAS form, along with any supplemental materials, in order to make a determination of significance. During this review, a lead agency may request additional information in order to make and substantiate its determination of significance.

Question 20: Applicant's Certification: After completion of Parts I and II of the EAS form, the person who completed the form completes this section. The private or city agency applicant's representative should sign and date the form. If the form is completed by the lead agency, the lead agency representative should sign.

PART III: DETERMINATION OF SIGNIFICANCE

This section is to be completed by the lead agency following review of Parts I and II of the EAS. For **Question 1.**, the lead agency should review the submission for each technical area and, using the criteria in 6NYCRR 617.7 and 43RCNY 6-06, determine whether there is a potential for significant impact in each of the areas. It may request additional information in order to document and substantiate its determination. For **Question 2.**, the lead agency should also consider whether there are combined or cumulative effects resulting from effects in one or more technical areas. The lead agency representative who reviewed the EAS should complete **Question 3.** and sign and date the form.

If the lead agency representative determines that there is a potential for a significant adverse impact, the check box in the next section should be checked and indicate whether the lead agency will issue a Conditional Negative Declaration or a Positive Declaration.

If the lead agency determines that there is no potential for significant adverse impact due to the project, it may elect to use the embedded Negative Declaration form or issue a separate Negative Declaration document. If the lead agency chooses to use the embedded form, it should fill in the blanks in the paragraph with the lead agency name in the "Statement of No Significant Effect" and then elaborate on the reasons why there is no effect in the section titled "Reasons Supporting this Determination." The reasons should be in numbered paragraphs. Note: This field will accommodate additional characters as they are typed by reducing the font size. All typed text will be visible in the field. The lead agency representative then signs and dates the Negative Declaration and distributes the executed document as required.

Note: The lead agency should submit all required documents to MOEC as required by 62 RCNY 5-04(c)(5)(i) by uploading a .PDF document to CEQR-View.