

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

**GENERAL INSTRUCTIONS:**

1. This application is divided into three parts:
  - Part I: Submittal Checklist;
  - Part II: Application Form; and
  - Part III: Detailed Site Plan Requirements.

Where indicated, each section and item number refers to a specific data element on the House Connection Proposal (HCP) checklist or application. PLEASE READ CAREFULLY and comply with all requirements prior to submission, as all applicable guidelines must be complied for the application to be certified.

2. The application form is provided in “fillable” format for your convenience. These forms are not to be altered or changed in any way.
3. The application form must be printed double-sided.
4. Every field on the application form must be completed; if the field is not applicable to this project, enter “NA” in the space provided.
5. All proposed connections shall be in compliance with the latest DEP rules, regulations, and sewer design standards.
6. Professional Engineer (PE), Registered Architect (RA), or Licensed Surveyor (LS) stamps and signatures, where required, must be originals. All documents required to be notarized must be original documents with original signatures and original corporate seals. Photocopies of notarized documents are not acceptable.
7. It is incumbent upon the applicant to provide any additional data, calculations, plans, permits, etc. that will support and clarify the proposal.
8. INCOMPLETE, INCORRECT, OR ILLEGIBLE submissions will be returned without review.
9. Applications must be printed, signed and sealed by a Professional Engineer (PE) or Registered Architect (RA), and submitted in hardcopy in order to be considered for certification. All applications must be mailed to or dropped off in person at the corresponding DEP Borough Water and Sewer Office:

Bronx: 1932 Arthur Avenue, Room 607, Bronx, NY 10457

Brooklyn: 250 Livingston Street, 8<sup>th</sup> Floor, Brooklyn, NY 11201

Manhattan: 40 Worth St, Room #338, New York, NY 10013

Queens: 12055 Queens Blvd, 1<sup>st</sup> Floor, Queens, NY 11415

Staten Island: 10 Richmond Terrace, Room 425, Staten Island, NY 10301

10. Please note that additional pre-requisites or other requirements may be necessary before you submit this application to DEP. Help us to provide you with the best possible service and minimize delays by accessing DEP templates and the Sewer Certification Frequently Asked Questions available at <http://www.nyc.gov/dep>.



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER & SEWER OPERATIONS

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

**INSTRUCTIONS FOR PART I: HOUSE CONNECTION PROPOSAL SUBMITTAL CHECKLIST**

The House Connection Proposal (HCP) Submittal Checklist must be signed, sealed, and submitted with your application until it is accepted for review.

This checklist outlines the eligibility requirements and minimum documentation required to initiate review of your application. Failure to submit any of these in the quantity and manner specified below will result in the return of your entire application package without review.

**Please note:** You may elect to submit only the documentation required to initiate review of your application, as indicated Section I-B below. However, your application shall not be certified until DEP review of all required documentation is complete, including all of the items listed in the “Supporting Documents” section of these guidelines (Section II-G).

**SECTION I-A: HCP SUBMITTAL ELIGIBILITY REQUIREMENTS**

Both of the criteria below must be met to be eligible to submit an HCP. If you are unsure about eligibility, you are encouraged to contact DEP to resolve your questions prior to submitting.

1. The HCP application shall be filed to obtain sewer certification for fee simple 1, 2, or 3 family dwellings without commercial use, with individual connections to existing sewers fronting the property.
2. Applicants submitting HCPs must be either a New York State Licensed Professional Engineer (PE) or a New York State Registered Architect (RA) and the applicant name on Section II-A, item #6 must match the signature and seal.

**SECTION I-B: DOCUMENTATION REQUIRED TO INITIATE REVIEW**

1. **Cover Letter:** The cover or transmittal letter must be typed, on letterhead, with the following:
  - a. Itemized enclosures;
  - b. Submission number (first, second, etc.);
  - c. Type of submission (e.g., HCP);
  - d. Current and prior project number(s) if resubmission;
  - e. Brief description of the project and project history;
  - f. If the application was previously certified, an explanation of why recertification is requested.
2. **HCP Application Form:** Submit six (6) copies of the completed HCP application form, on 8 ½ x 14 paper and *double-sided*. See Part II for instructions on completing the application form.
3. **Attachment F (Location Plan):** Submit six (6) copies of Attachment F, if used instead of Section II-F on form. See Section II-F of the guidelines for detailed instructions on creating a location plan.
4. **Site Plan:** Submit six (6) copies of the site plan with hydraulic calculations and in accordance with the standard DEP template, available at <http://www.nyc.gov/dep>. See Part III for detailed requirements for developing site plans.
5. **Site Survey:** Provide three (3) copies of a current (within one year of original submission) site survey, showing existing block and lot number(s), each with signature and original stamp of a Licensed Land Surveyor. In cases where streams / watercourses run through the applicant’s property, or run through an abutting property and will be affected by the development, they must be clearly shown and properly labeled.  
  
If there are no streams / watercourses the survey must have the following note with original signature and stamp of the surveyor:  
  
*“This is to certify that there are no streams or natural watercourses in the property as shown on this survey.”*
6. **Application Fee:** Include a check for the review fee, payable to the NYC Water Board, as per the NYC Water Board Rate Schedule (<http://www.nyc.gov/html/nycwaterboard>)



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER & SEWER OPERATIONS

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

7. Tax Maps: Include one (1) copy of the most current tax map(s) from the Department of Finance (DOF) using the Digital Tax Map service (<http://www.nyc.gov/dof>) or by visiting one of the DOF local offices.
8. As-Built Sewer Records: Include one (1) copy of all as-built sewer records from the entire block fronting the property where you propose to connect to the sewer OR, if as-built records are unavailable, provide a copy of the DEP Field Investigation Report (see <http://www.nyc.gov/dep> for instructions on requesting a field investigation).
9. Drainage Plans / Drainage Proposals: Include one (1) copy of each Drainage Plan associated with the proposal or, for non-drainage plan sewers, a copy of the Drainage Proposal(s). If neither type of record is available, provide documentation from DEP indicating as such.
10. Sewer Maps: Include one (1) copy of each sewer map (also known as index map, atlas map, or section map) associated with the proposal. The sewer map(s) must cover the entire project area and the surrounding area (500 foot radius). The project location must be shown on the sewer map(s).

**INSTRUCTIONS FOR PART II: APPLICATION FORM**

SECTION II-A. PROJECT DATA:

1. Enter the name of the borough where the project is located (Manhattan, Bronx, Brooklyn, Queens, or Staten Island).
2. Provide the current zoning designation and zoning map number for the project location from the NYC Department of City Planning (DCP) (<http://www.nyc.gov/dcp>).
3. Provide each tax block and lot number associated with the project. If application has been made for tentative block and / or lot number(s), list the tentative block and lot number(s) assigned by the DOF. The number(s) should be followed by a ("T") to indicate that they are tentative. Include with your submission three (3) copies of the DOF Tentative Lot Number Request Form, each with the applicant's original stamp and signature and bearing the signature of the DOF surveyor (see Supporting Documents in Section II-G).
4. Provide the address(es) where the sewer connection(s) is (are) requested. If the development has multiple building addresses, provide all addresses of the project. If there are no specific addresses, provide a description of the project location. Addresses should be listed along with the corresponding block, lot(s) and Department of Buildings (DOB) number(s).
5. Provide the appropriate DOB number(s) for each block, lot, and address combination in items #3 and #4.

*If you cannot fit the information for #3-5 above in the spaces provided in the form, attach a separate sheet with a list of the blocks and lots, associated address / locations, and DOB numbers with the original stamp and signature of the applicant using the template provided with this application package.*

6. Provide the name, company / firm, address, telephone number, fax number, license number, and email address of the submitting PE or RA. All signatures and seals provided throughout the application must be the applicant's originals.
7. Provide the name, corporation, address, telephone number, fax number, and email address (optional) of the owner or developer.
8. List the total number of lots included in the project from item #3.
9. List the total fee amount, calculated as per the latest NYC Water and Wastewater Rate Schedule (<http://www.nyc.gov/html/nycwaterboard>) and payable to the NYC Water Board.

SECTION II- B. PROJECT USE:

1. Indicate the building type (1, 2, or 3 family home).
2. Indicate the number of buildings.

SECTION II-C. SEWER CONNECTIONS REQUESTED:

The proposed method of disposal for all sanitary, storm, or combined discharge from the site must be indicated **separately** in this section and on the site plan (see Part III: Site Plan Requirements).

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

1. Indicate the total developed site storm flow in cfs. Note that storm flow to the sewers must be restricted to the allowable flow.
2. Indicate the total allowable storm flow to the existing sewers calculated according to the corresponding Drainage Plan. In areas recently rezoned, where no system improvements have been made since the rezoning action, please contact DEP for guidance regarding the appropriate calculation method.
3. If detention or retention of storm flow is proposed, complete the following information:
  - a. If detention of storm flow is proposed, check the box
  - b. Specify the type of detention proposed (detention tank, green roof, rooftop, storm chamber, perforated pipe, gravel bed, combo, or other) if applicable.
  - c. Indicate the volume of the proposed detention system(s) if applicable
  - d. If “combo” or “other” was selected in item (b), provide a description of the detention system(s) proposed.
  - e. If on site retention of storm flow is proposed, check the box
  - f. Specify whether drywells or another method of on site retention is proposed
  - g. If “other” was selected in item (f), provide a description of the on site retention system(s) proposed
4. Indicate the number, type (sanitary, storm, combined), size (diameter), and material of each connection requested and the total flow (Q) for peak sanitary, storm, and combined flow **separately** in cfs. Any proposed storm flow to drywells must be shown under the corresponding column. Note: connections to Work Projects Administration (WPA) storm sewers require special approval from DEP. Connections to highway drains and plumber drains are prohibited.

SECTION II-D. METHOD OF CONNECTING:

Show the total number of each type of connection in accordance with the guidelines provided below.

1. Use existing fronting spurs, risers, or curb connections where feasible

WHERE NO SPURS OR RISERS EXIST, OR IT IS NOT FEASIBLE TO USE AN EXISTING SPUR OR RISER, THE FOLLOWING METHODS OF INSTALLATION SHALL BE USED:

2. The applicant may propose to install a new riser, if required, in accordance with DEP Sewer Design Standards (September 2007), available at <http://www.nyc.gov/dep>.
3. Drill-in / Coring: An approved coring machine shall be used to drill into the City sewer to install a sewer connection:
  - a. The proposed sewer connection is 6” in diameter and the sewer into which it will be connected is 10” in diameter or larger; or
  - b. Proposed 6” diameter sewer connections to be connected to sewers less than 10” in diameter shall be made by full concrete encasement of 5 ft of the sewer length. Concrete encasement shall be of 4,000 psi. No sewer connection shall be made within 24 hours of pouring of the concrete; or
  - c. The proposed sewer connection is 8” in diameter and the sewer into which it will be connected is 12” in diameter or larger; or
  - d. Connections to brick sewers, if no spur or riser is available, should be made by drill-in / coring. The connection should be made by full concrete encasement in accordance with the Coring 12” to 16” Dia. Connections to 4’- 0” x 2’- 8” or Larger Brick Sewer Specifications available at <http://www.nyc.gov/dep>.
  - e. Drill-in / coring of clay pipe sewers and cement pipe sewers is only permitted for sewers 10” or larger. The connection shall be made by full concrete encasement of 5 ft of the sewer length. Concrete encasement shall be of 4,000 psi. No sewer connection shall be made within 24 hours of pouring of the concrete.
4. Connection to manholes must be in compliance with DEP requirements as described in item #8 of Section II-F: Location Plan.
5. Reuse of plugged connections is allowed under the following conditions:

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

- a. DEP has an inspection record verifying the plug (obtainable from the DEP Borough Water and Sewer Office);
  - b. Plugged connection is no less than 8" in Manhattan and 6" in other boroughs; and
  - c. A notarized affidavit signed by the owner / developer, professional applicant, and Licensed Plumber is provided at the time of permitting.
6. If utilizing an existing connection, additional supporting documents are required. Please see Supporting Documents (Section II-G item #9) for a detailed explanation.

SECTION II-E. EXISTING PRIVATE SEWER / DRAIN INFORMATION IF APPLICABLE:

1. Complete items 1, 2 and 3 if the proposed connection is to a private sewer / drain constructed under a private sewer / drain plan. Write "N.A." if not applicable.
2. Complete item 4.

SECTION II-F. LOCATION PLAN:

The information required in this section must be shown either in Section II-F on the HCP application form, or on an attached sheet not to exceed 8 ½" x 14" (Attachment F), bearing the original signature and stamp of the professional applicant. The appropriate box under Section II-F on the HCP application form must be checked. Information in this section must be consistent with that provided on the application form.

1. Clearly show all existing and proposed structures on the development parcel, all existing sewers in the street(s) surrounding the property indicating size, type, material, distance between manholes, available spurs, direction of flow, manhole rim and invert elevations, distance from downstream manhole to connection, watercourses, and existing and / or proposed easements including dimensions and locations.
2. Include the present or tentative (if applicable) block and lot numbers and addresses.
3. All elevations on the application and supporting documentation shall refer to the corresponding borough sewer datum.
4. Show the north arrow. Label all streets fronting the lot(s) and bounding the block(s). Print names of streets along the respective street line, but not within the lines of the street. This area is to be used to clearly show the street sewers. Also show the distance of the nearest lot line to the intersecting street.
5. For connections to combined sewers where a combined sewer connection is requested, the following criteria is to be followed in compliance with the latest Drainage Plan:
  - a. For combined sewers that will remain combined, the combination of the sanitary and storm drains should be done at the property line within the site.
  - b. For combined sewers where future separation is possible, the storm and sanitary drains should remain separated within the site and be combined into one connection outside the property line.
6. Show and clearly label all proposed and existing sewer connections to the sewer(s); specifically show:
  - a. Size (diameter) in inches;
  - b. Type (sanitary, storm or combined);
  - c. In those instances where design conditions mandate the use of one specific pipe material, the applicant shall include a note on the form, the site plan, and attachment F indicating that no substitution of material is permitted;
  - d. Show the invert elevation of proposed connections at the property line and at the point(s) of entry to the sewer, and the invert of the sewer at nearby manholes and at the point(s) of the connection. Calculate and show the pitch of the connection(s);
  - e. Distance from the property line to the sewer(s);
  - f. No horizontal bends on sewer connections will be permitted outside the property line.
  - g. All proposed sewer connections shall be by gravity.

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

7. Proposed connections to an existing manhole or sewer should be made perpendicular to the sewer or close to perpendicular.
8. Points of entry must conform with the following requirements:
  - a. For circular sewers, the inner top of the connection should be between one o'clock and two o'clock of the sewer cross-section.
  - b. For concrete box sewers, the crown of a proposed connection should be 6-12" below the inner top of the box sewer or 3" below the roof haunch, if applicable, whichever is greater.
  - c. For connections to manholes, the invert should be at least 3" above the manhole bench, and the inner top of the connection shall be as described in item #8a or #8b as applicable.
  - d. When sewer connections are to be made to new or existing manholes and the invert of the sewer connection is 4 feet or more above the spring line of the sewer, a drop-pipe manhole is required.
9. If detention facilities and a controlled flow device are used to restrict the storm flow, the design must be in accordance with the DEP Design Criteria and Procedures for the Preparation of Drainage Plans (Rev. April 26, 2000) and it must be noted on the HCP application form (Section II-C, item #3), site plan (Part III - Site Plan Requirements, item #9) and on attachment F.

SECTION II-G: SUPPORTING DOCUMENTS:

Read the following guidelines carefully to determine which supporting documents apply to your project. Sewer certification will not occur until all supporting documents applicable to the project are submitted to DEP and approved. The applicant is encouraged to submit these in their complete and final form as early as possible in the application process to minimize the potential for delays associated with missing documentation. Use the "Supporting Documents" section of the application form (Section II-G) to indicate whether the requirement applies to this project, and whether the document has been submitted to date.

1. DOF Tentative Lot Number Request Form: Provide a minimum of three (3) copies of the DOF Tentative Lot Number Request Form (RP-604) if applicable, each with the applicant's original stamp and signature and signed by the DOF Surveyor (<http://www.nyc.gov/dof>).
2. Owner's Consent Form for Private Sewer Treatment Plant / Pumping Station Connection: Provide a minimum of three (3) copies of the Private Treatment Plant or Private Pumping Station Owner's Consent Form if the sanitary flow discharging from the site is tributary to a private sewage treatment plant or a private pumping station. The form must include the project block(s), lot(s), DOB number(s), and addresses, and signatures from both the Department of Health and Mental Hygiene (DOHMH) and DEP Bureau of Wastewater Treatment (BWT) (must be original signature with original corporate seal).
3. DOB "No Objection to the Concept": A letter indicating "no objection to the concept" is required from DOB for the following:
  - a. On site retention of storm flow for properties underlain by serpentine rock;
  - b. On site retention of storm flow by means other than standard drywells as specified in the NYC Building Code;
  - c. On site retention of storm flow by drywells located under a building;
  - d. Easement Connections; and
  - e. Internal sanitary pumpstations or ejectors serving more than one building or multiple lots.

The "no objection to the concept" letter must show all block(s), lot(s), DOB numbers, and addresses in the submission, and must specify the method of disposal of all storm and sanitary flow from the site.
4. Alteration Map for Mapping / Demapping Actions: If there is a mapping or demapping action associated with this project, provide one (1) copy of the Alteration Map from the DCP.
5. Builders Pavement Plan: A preliminary Builders' Pavement Plan or NYC Department of Transportation (DOT)/DOB-approved Builders Pavement Plan must be submitted when changes in street drainage or changes to the nature of the street surface may result from this project, or when it is proposed to discharge site storm flow to existing or proposed catch basins. Please note that DEP

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

may require changes to the street drainage prior to issuing a sewer connection permit or catch basin connection permit.

6. New York State Department of Environmental Conservation Permit: A copy of the New York State Department of Environmental Conservation (DEC) permit must be submitted if the site is within or adjacent to a wetlands area (<http://www.dec.ny.gov>).
7. Application to DOT for Franchise Force Main: If a Franchise Force Main is proposed for sanitary connection, submit a copy of the application to the DOT as part of the certification application.
8. Board of Standards and Appeals Resolution: If the proposed development will be constructed in the bed of a mapped City street, submit one (1) copy of the corresponding Board of Standards and Appeals Resolution.
9. All Documents Associated with Use of Existing Connections: If it is proposed to use existing connection(s), a copy of the Certificate of Inspection (C of I) for each connection proposed to be used must be submitted. If the C of I is not available, provide a copy of the water and sewer bill, a copy of the dye test requested from and performed by DEP, and a copy of the Certificate of Occupancy (C of O) for the building.
10. Boring Logs: When disposal of site storm flow is proposed by means of drywells or any retention facilities, or when open bottom detention facilities are proposed, boring logs must be submitted to determine the suitability of the subsoil and/or groundwater table elevation. Boring logs must either show the groundwater table elevation or include the following statement: "No groundwater was encountered." Boring logs must be signed and stamped by a New York State PE under whose supervision the borings were taken. Borings must be taken at the location of the proposed drywell(s), retention facility(ies), or detention facility(ies) as applicable.
11. Internal Easements and Deed Restrictions: If restrictive declarations, maintenance agreements, declaration of easement, etc., for City use are required, one (1) copy of each must be submitted for DEP legal approval before the HCP application will be certified. Please note that approved documents must be filed in the County Clerk's office, and official copies must be submitted to the DEP Borough Water and Sewer Office before a sewer connection permit will be issued. Recorded legal documents which are posted on the official City website (<http://a836-acris.nyc.gov/Scripts/Coverpage.dll/index>) can be accepted in lieu of a "true copy" of the recorded document, if applicant so requests.
12. Topographic Maps: Include one (1) copy of the most recent topographical map(s), available from the corresponding Borough President's Office (see <http://www.nyc.gov> for locations and contact information). The map must cover the entire project area and the surrounding area (500 foot radius). The project location must be shown on the topographic map.
13. Permits / Approvals for Outfall Discharge to Waterways: If the developed site stormwater runoff is proposed to discharge to fronting waterways via a new outfall, submit a permit or approval letter from the DEC, US Army Corps of Engineers, and NYC Department of Small Business Services. Alternatively, submit a copy of the letter from the applicable permitting agency indicating that no permit is required.
14. Record of Plug: If proposing to use a plugged connection, provide a copy of the DEP inspection record verifying the plug.
15. Recertification Documents: If a certified application that has not expired is proposed for recertification due to changes, the following, in addition to six (6) copies of the form, attachment F, and site plans, are required to be submitted:
  - a. A detailed cover letter explaining the need for recertification
  - b. One copy of the previously certified form and attachment F.
  - c. One copy of the previously certified site plan.
  - d. If more than one year has passed since the original certification, submit an updated site survey.

Please note that, although recertification within the two (2) year period is allowed, the recertified application will still expire two (2) years from the date of original certification.

16. Expired HCPs require a completely new submission.

GUIDELINES FOR SUBMITTING HOUSE CONNECTION PROPOSAL APPLICATION

**INSTRUCTIONS FOR PART III: DETAILED SITE PLAN REQUIREMENTS:**

Provide six (6) copies of the site plan, each with applicant's original signature and original stamp. The site plan must be submitted using the Site Plan Template available on the DEP website. All of the required information indicated in Section II-F (Location Plan) is also required to be shown on the site plan. Site plans must be shown to scale and may not be larger than 30" x 40." Information on the site plan must be consistent with that provided on the application form. Site plans must show the following:

1. Title of project, owner's name, date originally submitted and revision dates (if applicable)
2. Distance of site from nearest cross street, avenue, etc.
3. Existing, legal, and proposed grades must be clearly shown for the bounding streets. Existing and proposed grades must be shown for the site.
4. Swimming pools should be clearly shown on the site plan as to size, capacity, and location, and must drain to an internal sanitary drain. Certification of an HCP is not an approval of the swimming pool discharge. A SEPARATE APPLICATION IS REQUIRED for swimming pool discharge (see [http://www.nyc.gov/html/dep/html/forms\\_and\\_permits/wsforms.shtml](http://www.nyc.gov/html/dep/html/forms_and_permits/wsforms.shtml)).
5. On the site plan, show separately in square feet the concrete, paved, roof, grass, gravel, and dirt areas. Include in addition any other surface not mentioned. The total site plan area must be shown and must be the same as the sum of the component areas.
6. The method of disposal for all sanitary and storm discharge from the proposed development must be shown on the site plan. Note that detention facilities cannot be located outside the property line.
7. On the site plan, show all hydraulic calculations for sanitary, storm, and combined discharge, actual and allowable, for each connection requested:
  - a. Sanitary design flow must be computed based on zoning in accordance with DEP Design Criteria and Procedures for the Preparation of Drainage Plans (Rev. April 26, 2000), not based on fixture units.
  - b. Stormwater design flow must be calculated in accordance with DEP Design Criteria and Procedures for the Preparation of Drainage Plans (Rev. April 26, 2000) using a rainfall intensity of 5.95 inches per hour and the appropriate runoff coefficient. The total lot area must be used in computing the stormwater flow.
8. If detention facilities and a controlled flow device are proposed to restrict the storm flow, it must be noted on the HCP application form (Section II-C, item #3), site plan and on attachment F.
9. Computations for the required detention volume and the design of the controlled flow device must be shown on the site plan. Plan view and cross sections with elevations of the detention facilities and details of the controlled flow device must be shown.
  - a. If detention of site storm flow by roof detention is proposed, the following note should be shown on the site plan: "roof flow of \_\_\_\_ cfs will be restricted to \_\_\_\_ cfs by means of detention facilities and controlled flow devices."
  - b. If detention of site storm flow by detention facilities other than roof detention is proposed, the following note should be shown on the site plan: "site storm flow of \_\_\_\_ cfs will be restricted to \_\_\_\_ cfs by means of detention facilities and controlled flow devices."
10. DOB approval is required for the use of an internal sanitary pump station or ejector system to serve one or more buildings located on one tax lot. The force main must discharge into an on-site pressure relief manhole and then flow by gravity into the existing sanitary or combined sewer. The inflow and outflow pipes should be offset from each other horizontally and vertically where the outflow pipe is lower. Show detail drawings of such manhole with dimensions on the site plan.
11. Allowable storm flow to existing non-Drainage Plan sewers, such as private drains, etc. shall be calculated in accordance with their corresponding Drainage Proposals or equivalent available documents according to which they were built. Developed site stormwater discharge to watercourses shall not exceed virgin site flow from the undeveloped site.



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER & SEWER OPERATIONS

PART I: HOUSE CONNECTION PROPOSAL SUBMITTAL CHECKLIST

[HC / ] (FOR DEP USE ONLY)



**SECTION I-A. HCP SUBMITTAL ELIGIBILITY REQUIREMENTS:**

- 1. Connection is for fee simple 1, 2, or 3 family dwellings without commercial use and with individual connections to existing sewers fronting the property.
- 2. Applicant is a New York State Licensed Professional Engineer (PE) or a New York State Registered Architect (RA), and the applicant name on Section II-A, item #6 matches the signature and seal.

**SECTION I-B. DOCUMENTATION REQUIRED TO INITIATE REVIEW:**

	Attached?	For DEP Use Only
1. One (1) typed Cover Letter on letterhead, with itemized enclosures	<input type="checkbox"/>	
2. Six (6) copies of the completed HCP application form, on 8 1/2 x 14 paper and double-sided*	<input type="checkbox"/>	
3. Six (6) copies of Attachment F, if used instead of Section F on form*	<input type="checkbox"/>	
4. Six (6) copies of the site plan with hydraulic calculations*	<input type="checkbox"/>	
5. Three (3) copies of the Site Survey including watercourse note and dated within one (1) year*	<input type="checkbox"/>	
6. A check for the review fee, payable to the NYC Water Board, as per the NYC Water Board Rate Schedule ( <a href="http://www.nyc.gov/html/nycwaterboard">http://www.nyc.gov/html/nycwaterboard</a> )	<input type="checkbox"/>	
7. One (1) copy of the pertinent Tax Map	<input type="checkbox"/>	
8. One (1) copy of the pertinent As-Built Sewer Records OR, if no record available, a copy of the DEP Field Investigation Report	<input type="checkbox"/>	
9. One (1) copy of the pertinent Drainage Plan(s) or Drainage Proposal(s) OR documentation from BWSO indicating that no Drainage Plan(s) / Drainage Proposal(s) are available	<input type="checkbox"/>	
10. One (1) copy of the pertinent Sewer Map(s) (a.k.a. Index Maps, Section Maps, Atlas Maps)	<input type="checkbox"/>	

\* Requires PE / RA Stamp and Original Signature (LS for Site Survey)

**“I affirm that the items indicated above are enclosed with this submission and are in compliance with the latest DEP rules, regulations and sewer design standards. I understand that INCOMPLETE, INCORRECT, or ILLEGIBLE submissions will be returned without review.**

\_\_\_\_\_ **Applicant signature** \_\_\_\_\_ **Date**

*Please include Applicant’s seal at the top of this page*

**For DEP Use Only:**



DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER & SEWER OPERATIONS

PART II: HOUSE CONNECTION PROPOSAL APPLICATION FORM
For 1, 2, or 3 Family Homes Only

PE/RA signature and original seal

[HC / ] (FOR DEP USE ONLY)

VALID FOR TWO (2) YEARS
This is not a permit

SECTION II-A. PROJECT DATA:

Form with fields for 1. Borough, 2. Zoning, 3. Block/Tax Lot, 4. Project Address, 5. DOB No., 6. Filing Professional, 7. Owner/Developer Information, 8. Number of Lots, 9. Attached Review Fee.

SECTION II-B. PROJECT USE:

- 1. Type: 1 Family, 2 Family, 3 Family
2. Number of Buildings:

SECTION II-C. SEWER CONNECTIONS REQUESTED:

Form with fields for 1. Total Developed Site Storm Flow, 2. Allowable Storm Flow to Sewer, 3. Detention/On-site Retention, 4. Sanitary, Storm, Combined, Drywells.

SECTION II-D. METHOD OF CONNECTING:

Form with fields for 1. Connection(s) to Existing, 2. Proposed New Riser, 3. Drill in / Coring, 4. Manhole Connection, 5. Reuse Plugged Connection, 6. Use an Existing Connection.

SECTION II-E. EXISTING PRIVATE SEWER / DRAIN INFORMATION IF APPLICABLE:

- 1. PD Plan No., Date Approved, Expiration Date
2. Date Construction Permit Was Issued
3. Date Sewer Was Accepted by DEP
4. Sanitary Discharge Tributary to: Private Sewage Treatment Plant, Private Pumping Station, Private Sewer

SECTION II-F. LOCATION PLAN:

As Shown Below See Attachment F (8 1/2 x 14 Size)

Large empty rectangular area for the location plan, with 'Not to scale' text at the bottom.



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER & SEWER OPERATIONS

PART II: HOUSE CONNECTION PROPOSAL APPLICATION FORM  
For 1, 2, or 3 Family Homes Only

PE/RA  
signature and  
original seal

[HC / ] (FOR DEP USE ONLY)

VALID FOR TWO (2) YEARS  
This is not a permit

**SECTION II-G: SUPPORTING DOCUMENTS:**

Document Type	Applicable?	Submitted?	Date Submitted
1. DOF Tentative Lot Number Request Form (3 copies) *	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Owner's Consent Form for Private Sewer Treatment Plant / Pumping Station Connection (3 copies) **	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. DOB "No Objection to the Concept" (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Alteration Map for Mapping / Demapping Actions (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Builders Pavement Plan (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. NY State Dept. of Environmental Conservation Permit (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Application to DOT for Franchise Force Main (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Board of Standards and Appeals Resolution (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. All Documents Associated with Use of Existing Connection (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Boring Logs (1 copy) *	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11. Internal Easements and Deed Restrictions (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12. Topographic Map(s) (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. Permits/Approvals for Outfall Discharge to Waterways (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14. Record of Plug (1 copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15. Recertification Documents	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
16. Other (Specify): _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
17. Other (Specify): _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
18. Other (Specify): _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

\* Requires PE/RA Stamp and Original Signature (L.S. for Survey)

\*\* Must Be Notarized and have Corporate Seal

**FOR DEP USE ONLY**

**SEWER INFORMATION CERTIFIED BY DEP:**

PUBLIC    PRIVATE

- There (is) (is not) a sanitary sewer fronting the property available for connections.    SIZE \_\_\_\_\_
- There (is) (is not) a storm sewer fronting the property available for connections.    SIZE \_\_\_\_\_
- There (is) (is not) a combined sewer fronting the property available for connections.    SIZE \_\_\_\_\_
- Sanitary discharge tributary to:
 

City Treatment Plant -	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	Location _____
Private Sewage Treatment Plant -	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	_____
Private Pumping Station -	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	_____
- Distance to and location of nearest allowable Drainage Plan sewer:
  - Sanitary Outlet \_\_\_\_\_
  - Storm Outlet \_\_\_\_\_
  - Combined Outlet \_\_\_\_\_

**CERTIFICATION, RESTRICTIONS, SPECIAL CONDITIONS:**

**ADDITIONAL INFORMATION, COMMENTS BY DEP OFFICE:**

PE/RA  
signature and  
original seal

**LOCATION PLAN:**

**DRAFT DO NOT SUBMIT**

**DRAFT DO NOT SUBMIT**

*Not to scale*

