

JAMAICA BAY WATERSHED PROTECTION PLAN PROJECT TRACKING FORM INSTRUCTIONS

This form should be completed for those projects subject to environmental review pursuant to City Environmental Quality Review (CEQR) and located in the Jamaica Bay Watershed. Some information requested in this form may be found in the Environmental Assessment Statement (EAS) for the project. All fields are required to be completed. If a field is inapplicable to a project, complete the field using N/A.

PART A: GENERAL PROJECT INFORMATION

1. **CEQR NUMBER:** Enter the CEQR number for your project that is found on the EAS form.
 - a. **Modification:** Indicate check this box if this form is a modification of a previously submitted form.
2. **PROJECT NAME:** Indicate the name of the project. This must be the same as that entered on the EAS form.
3. **PROJECT DESCRIPTION:** Enter the short description of your project from the EAS form for the project.
4. **PROJECT SPONSOR:** Indicate who is responsible for this project and who may be contacted should questions arise.
5. **REQUIRED APPROVALS:** Indicate any require approvals necessary for your project to be completed; e.g. zoning variance, rezoning (ULURP), etc.
6. **PROJECT SCHEDULE (BUILD YEAR AND CONSTRUCTION SCHEDULE):** From the EAS form, indicate the build year for the project and the duration of construction (example Build year = 2012, 15 months of construction).

PART B: PROJECT LOCATION

1. **STREET ADDRESS:** From the EAS form, enter the street address for the project.
2. **TAX BLOCK(S)/TAX LOT(S):** From the EAS form, enter all full and/or partial tax block(s) and tax lot(s) for the project site.
3. **IDENTIFY EXISTING LAND USE AND ZONING ON THE PROJECT SITE:** Indicate the current land use and zoning for the project site (e.g. residential, R4-1)
4. **IDENTIFY PROPOSED LAND USE AND ZONING ON THE PROJECT SITE:** Indicate the proposed land use and zoning for the project site (e.g. residential, R5)
5. **IDENTIFY LAND USE OF ADJACENT SITES (INCLUDING ANY OPEN SPACE):** Indicate the current land use and zoning for sites adjacent to the project site (e.g. east: manufacturing, M3-1; south: parkland; west: mixed use, C4-3)
6. **DESCRIBE DENSITY ON THE PROJECT SITE:**
 - a. **Existing condition:** Indicate the current density at the project site.
 - b. **Proposed condition:** Indicate the proposed density at the project site. (if they are the same indicate same in this box)
7. **IS THE PROJECT WITHIN A 100 OR 500 YEAR FLOODPLAIN (SPECIFY):** Check which ONE applies. 100 Year, 500 Year, No – project site is not in floodplain.

PART C: GROUND AND GROUNDWATER

1. **TOTAL AREA OF IN-GROUND DISTURBANCE, IF ANY (IN SQUARE FEET):** Indicate total area of in-ground disturbance. For example, if a 100 foot square area is to be excavated, then 100 ft x 100 ft = 10,000 sq ft.
2. **WILL SOIL BE REMOVED (IF SO, WHAT IS THE VOLUME IN CUBIC YARDS)?** Indicate total volume of soil to be removed from the project site. For example, 100 ft x 100 ft = 10,000 sq ft x 9 ft deep excavation = 90,000 cubic feet ÷ 27 cubic ft/cubic yd = 3,333 cu yd.

3. **SUBSURFACE SOIL CLASSIFICATION (PER THE NEW YORK CITY SOIL AND WATER CONSERVATION BOARD):** Using the subsurface soil classifications published by the New York City Soil and Water Conservation Board, indicate which one(s) applies to the project site.
4. **IF THE PROJECT WOULD CHANGE SITE GRADE, PROVIDE LAND CONTOURS (ATTACH MAP SHOWING EXISTING IN 1' CONTOURS AND PROPOSED IN 1' CONTOURS):** If the site grade will change as a result of the project, please submit copies of existing and proposed contour maps in one (1) foot gradients for the project site.
5. **WILL GROUNDWATER BE USED (LIST VOLUMES/RATES):** Check which ONE applies, Yes or No. If Yes, please indicate the Volume(s) and Rate(s).
6. **WILL THE PROJECT INVOLVE DEWATERING (LIST VOLUMES/RATES):** Check which ONE applies, Yes or No. If Yes, please indicate the Volume(s) and Rate(s).
7. **DESCRIBE SITE ELEVATION ABOVE SEASONAL HIGH GROUNDWATER:** Indicate how much of the project site is above the seasonal high groundwater line.

PART D: HABITAT

1. **WILL VEGETATION BE REMOVED, PARTICULARLY NATIVE VEGETATION:** Check which ONE applies, Yes or No. If YES, you need to:
 - i. Attach a detailed list (species, size, and location on site) of vegetation to be removed (including trees > 2" caliper, shrubs, understory planting, and groundcover): Submit a list of all species that will be removed from the site.
 - ii. List species to remain on site: Submit a list of all species that will remain on site.
 - iii. Provide a detailed list (species and sizes) of proposed landscape restoration plan (including any wet-land restoration plans): Provide a list of all species which will be added to the site as part of your project and include it with your submission of this form.
2. **IS THE SITE USED OR INHABITED BY ANY RARE, THREATENED OR ENDANGERED SPECIES:** Check which ONE applies, Yes or No. If YES, submit a list of the species.
3. **WILL THE PROJECT AFFECT HABITAT CHARACTERISTICS:** Check which ONE applies, Yes or No. If YES, describe existing wildlife use and habitat classification using "Ecological Communities of New York State":
4. **WILL PESTICIDES, RODENTICIDES OR HERBICIDES BE USED DURING CONSTRUCTION:** Check which ONE applies, Yes or No. If YES, estimate quantity, area and duration of application.
5. **WILL ADDITIONAL LIGHTING BE INSTALLED:** Check which ONE applies, Yes or No. If YES, and near existing open space or natural area, what measures would be taken to reduce light penetration into these areas? Describe the measures that will be undertaken as part of the project to address light penetration.

PART E: SURFACE COVERAGE AND CHARACTERISTICS (DESCRIBE THE FOLLOWING FOR BOTH THE EXISTING AND PROPOSED CONDITIONS)

1. Surface Area (all areas are to be listed in square feet)
 - a. Roof:
 - i. **EXISTING CONDITION:** Indicate the current roof surface area at the project site.
 - ii. **PROPOSED CONDITION:** Indicate the proposed roof surface area at the project site (if they are the same, indicate same in this box).
 - b. Pavement / walkway:
 - i. **EXISTING CONDITION:** Indicate the current pavement/walkway surface area at the project site.

- ii. **PROPOSED CONDITION:** Indicate the proposed pavement/walkway surface area at the project site (if they are the same, indicate same in this box).
 - c. Grass/softscape:
 - i. **EXISTING CONDITION:** Indicate the current grass/softscape surface area at the project site.
 - ii. **PROPOSED CONDITION:** Indicate the proposed grass/softscape surface area at the project site (if they are the same, indicate same in this box).
 - d. Other (describe):
 - i. **EXISTING CONDITION:** Indicate any other current surface area(s) at the project site.
 - ii. **PROPOSED CONDITION:** Indicate any proposed other surface area at the project site (if they are the same, indicate same in this box).
- 2. Wetlands (regulated or non-regulated) area and classification:
 - a. **EXISTING CONDITION:** Indicate the current wetlands area and classifications at the project site.
 - b. **PROPOSED CONDITION:** Indicate the proposed wetlands area and classifications at the project site (if they are the same, indicate same in this box).
- 3. Water surface area:
 - a. **EXISTING CONDITION:** Indicate the current water surface area at the project site.
 - b. **PROPOSED CONDITION:** Indicate the proposed water surface area at the project site (if they are the same, indicate same in this box).
- 4. Stormwater management (describe):
 - a. **EXISTING CONDITION:** Describe how stormwater is currently managed at the project site, including how the site is drained.
 - b. **PROPOSED CONDITION – DESCRIBE, INCLUDING ANY INFRASTRUCTURE IMPROVEMENT NECESSARY OFF-SITE:** Describe how stormwater will be managed at the project site, including any on-site or off-site infrastructure improvements that will be necessary. Describe how the site will be drained.

SUBMITTING THE FORM

1. Complete form:

- a. Complete the form using the instructions above.
 - 1. Be sure to complete all fields.
 - 2. The completed Adobe file may be saved using Adobe Reader 9.x or above or Adobe Acrobat Professional 7.x or above
- b. Assemble all applicable required attachments: (electronically)
 - 1. Current contour map
 - 2. Proposed contour map
 - 3. List of vegetation to be removed from site
 - 4. List of vegetation to remain on site
 - 5. List of vegetation to be added to site

2. Create PDF of Completed Form:

- a. Use the Print button located on the top right of Page 1 of the form to print form.

1. Choose Adobe PDF for your printer to create a new .PDF of your form and completed field data.
2. Save the .PDF file

3. To Submit:

- a. Email the newly created .PDF file of the completed form and each required attachment to the following email addresses:
 1. ceqr@cityhall.nyc.gov
 2. jamaicabayceqrform@dep.nyc.gov