



DEPARTMENT OF
ENVIRONMENTAL
PROTECTION

59-17 Junction Boulevard
Flushing, New York 11373

Joseph F. Singleton, Jr.
Deputy Commissioner

Bureau of Customer
Services

[Suggested Template for Letter Requesting a Permit for Installation of a Separate Commercial Meter in an MCP-Candidate Building]

[Written on Owner, Managing Agent or Authorized Representative Letterhead]

Information in < > Needs to be filled in

Chief Clerk, <Borough>

RE: Account Number <AccountNumber>
<Borough> Block <BlockNumber> Lot <LotNumber>

Dear Sir or Madam:

The above-referenced building is in the process of applying for the Multifamily Conservation Program. To comply with that program's requirements we need to install a separate commercial meter for a commercial tenant or tenants that are either a laundromat, food-related business or tavern, medical facility or commercial entity likely to use more water than a single residential apartment.

Please approve the meter permit application for this building. The separate commercial meter shall be installed according to DEP's standard sketch, "Typical Meter Setting for Mixed-Use Property" with all commercial tenant use connected to a "commercial" meter and the residential use connected to the original meter.

Thank you for your consideration.



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