



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATER & SEWER OPERATIONS

HOUSE CONNECTION PROPOSAL FORM

For 1, 2, or 3, Family Homes Only

**VALID FOR TWO (2) YEARS**

[HC - / ]



**PROJECT DATA:**

Borough of \_\_\_\_\_ Building Dept. No (s) \_\_\_\_\_

Tax Block \_\_\_\_\_ Lot (s) \_\_\_\_\_ Zoning \_\_\_\_\_ Map No. \_\_\_\_\_

Project Location \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**1. PLAN:**

Large empty rectangular box for plan drawing.

**2. HOUSE CONNECTIONS REQUESTED:**

Total developed Site Storm Flow \_\_\_\_\_ cfs

Allow. Storm Flow to the Sewers \_\_\_\_\_ cfs

Detention       Retention

	<u>Sanitary</u>	<u>Storm</u>	<u>Comb.</u>	<u>Drywells</u>
No. Requested	_____	_____	_____	xxxxxxxx
Size	_____	_____	_____	xxxxxxxx
Material (s)	_____	_____	_____	xxxxxxxx
Total Q (s)	_____	_____	_____	_____

**Note:** The property owner is responsible for plugging all inactive pre-existing sewer connections.

**3. CONNECTION INFO:**

- Connection to exist:  
 Spur     Riser     Curb Connection
- Proposed New Riser
- Fold Spur in
- Drill in
- M.H. Conn.     Exist.     Prop.
- Reuse Plugged Connections

**SEWER INFORMATION CERTIFIED BY DEP**

PUBLIC    PRIVATE

1. There (is) (is not) a sanitary sewer fronting the property available for connections.      SIZE \_\_\_\_\_

2. There (is) (is not) a storm sewer fronting the property available for connections.      SIZE \_\_\_\_\_

3. There (is) (is not) a combined sewer fronting the property available for connections.      SIZE \_\_\_\_\_

4. Sanitary discharge tributary to:

City Treatment Plant -	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<u>Location</u> _____
Private Sewage Treatment Plant -	<input type="checkbox"/> NO	<input type="checkbox"/> YES	_____
Private Pumping Station -	<input type="checkbox"/> NO	<input type="checkbox"/> YES	_____

5. Distance to, and location of nearest allowable drainage plan sewer:

- Sanitary Outlet \_\_\_\_\_
- Storm Outlet \_\_\_\_\_
- Combined Outlet \_\_\_\_\_

**CERTIFICATION, RESTRICTIONS, SPECIAL CONDITIONS:**

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Following are minimum submission requirements for all House Connection Proposal (HCP) submissions. It is incumbent upon the applicant to provide all other data, calculations, plans, etc. that will support and clarify the applicant's proposal for the disposal of all storm and sanitary discharge from the subject development.

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**PART I**

**GENERAL:**

1. House Connection Proposal (HCP) form shall be filed to obtain sewer information certification for fee simple 1, 2, or 3 family dwellings without commercial use, with individual connections to existing sewers fronting the property and should be without any common drainage facilities.
2. All submissions must be made to the Bureau of Water and Sewer Operations of the Department of Environmental Protection (DEP). Submit six (6) copies of House Connection Proposal (HCP) form with sections 1 through 3 completely filled out.
3. All proposed connections shall be in compliance with the latest DEP rules, regulations and sewer design standards.
4. Applicant submitting House Connection Proposal (HCP) forms must be either a New York State Licensed Professional Engineer or a New York State Registered Architect.
5. All supporting documents, plans, surveys, as-built sewer records, drainage plans, consents, amendments, affidavits, calculations, boring logs, etc. must accompany House Connection Proposal (HCP) form at the time of submission.
6. Each document requiring a P.E., R.A. or L.S. stamp must have an original stamp. Signatures accompanying such stamps may be facsimile signatures. All documents required to be notarized must be original documents with original signatures and original corporate seals. Photo copies of notarized documents are not acceptable.
7. A check for the review fee based upon the latest rate of \$200.00 per lot as established by the New York City Water Board and payable to the same will be required before the submission will be scheduled for review.
8. Provide the appropriate Building Department identification number.
9. If application has been made for tentative block and/or lot number (s) fill in the tentative block and/or lot number(s), not the present block and/or lot number(s) in the appropriate place, and must be consistent throughout all other plans and documents. Note: Include with your submission three (3) copies of the Tentative Lot Number Request Form, each with the applicant's original stamp and signature.
10. Provide the appropriate zoning designation, and zoning map number, in which the project is located.
11. Provide the name, address, and telephone number of the submitting applicant (P.E., or R.A.) and the owner or developer.
12. INCOMPLETE, INCORRECT, OR ILLEGIBLE submissions will be returned without review.

**SECTION 1:**

1. Clearly show all: Buildings and lot lines existing sewers in the street(s), indicating size, type, material, distance between manholes, direction of flow, manhole rim and invert elevations, distance from downstream manhole to connection, and existing and/or proposed easement, dimensioned and located.
2. Datum must be sewer datum except for Brooklyn, where Brooklyn Highway Datum may be used if the following note is shown on the Site Plan "Elevations shown are in Brooklyn Highway Datum which is 2.56 feet above mean sea level U.S.C. & G.S., Sandy Hook. Brooklyn Sewer Datum is 1.72 feet above mean sea level U.S.C. & G.S., Sandy Hook."
3. Show 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 show the street sewers clearly.
4. For connections to combined sewers where a combined connection is requested, the following criteria is to be followed:
  - 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.

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5. Show all proposed and existing site connections to the sewer(s).  
Additionally show:
  - a. Size (diameter)
  - b. Type (sanitary, storm or combined)
  - c. In those situations where design conditions mandate the use of one specific pipe material, the applicant shall affix a note to the site plan indicating that no substitution of material is permitted.
  - d. Invert elevation of the connections at the building line and at the point(s) of entry to the sewer, and the invert of the sewer at the point(s) of the connection. Calculate and show pitch of the connection(s).
  - e. Distance from the building line to the sewer(s).
  - f. No horizontal bends on house connections will be permitted outside the property line.
6. The connection to an existing sewer should be made approximately perpendicular.
7. At the point of entry to a circular sewer the invert elevation of the connection should be between two and one o'clock (75% to 92% of diameter of the sewer).
8. The crown of a connection to a reinforced concrete box sewer should be 12" below the inside top of the sewer.
9. When the Department of Buildings approves the use of an internal ejector system, the ejector must discharge into a standard pressure relief manhole on the owner's property and then flow by gravity into the existing street sewer. The inflow and outflow pipes should offset from each other horizontally and vertically. Show detail drawings of such manhole with dimensions on the site plan.
10. If detention of site storm flow by 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 roof detention and controlled flow devices."
11. If detention of site storm flow by detention facilities is proposed, the following note should be shown on the site plan: "site storm flow is \_\_\_\_\_ cfs will be restricted to \_\_\_\_\_ cfs by means of detention facilities and controlled flow devices."

**SECTION 2:**

1. The proposed method of disposal of all sanitary, storm, or combined discharge from the site must be indicated in this section and on the site plan requirements. (Part II)
2. Storm flow to the sewers must be restricted to the allowable based on the DRAINAGE PLAN and shown on the form along with the total developed site storm flow. If detention and/or retention of storm flow is proposed the appropriate boxes must be checked.
3. Show the number, type (sanitary, storm, combined), diameter of each site connection requested and the total Q for sanitary, storm, and combined flows separately. In those situations where design conditions mandate the use of one specific pipe material, the applicant shall affix a note on the site plan. Any proposed storm flow to drywells must be shown under the appropriate column.
4. On the site plan, for each connection requested the applicant must provide hydraulic calculations showing how these discharges were obtained – see site plan requirements (Part II).
5. If detention facilities and a controlled flow device are used to restrict the storm flow it must be noted on House Connection Proposal (HCP) form, and on the site plan.
6. Conceptual approval from the Department of Buildings is required for on site detention, except for roof detention.

**SECTION 3:**

CHECK THE APPROPRIATE BOXES FOR THE METHOD OF CONNECTION PROPOSED AS DESCRIBED BELOW AND SHOW THE DIAMETER AND TYPE FOR EACH CONNECTION PROPOSED.

1. Use existing spurs, or risers if the proposed connection has the same diameter.
2. The applicant may propose to install a new riser, if required, in accordance with DEP Sewer Design Standards.

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WHERE NO SPUR OR RISERS EXISTS, OR AN EXISTING SPUR OR RISER IS UNUSABLE  
THE FOLLOWING METHODS OF INSTALLATION SHALL BE USED:

3. Fold spur in: Six (6) inch diameter house connections to sewers less than 10" inches in diameter must be made by replacing three sections of sewer with two straight sections and a central spur piece.
4. Coring: An approved coring machine shall be used to drill into the City sewer for the purpose of permanently affixing a spur when:
  - a. The new house connection is 6" diameter and the sewer into which it will be connected is 10" or larger; or
  - b. The new house connection is 8" diameter and the sewer into which it will be connected is 12" or larger; or
  - c. Connections to brick sewers, if no spur or riser is available, should be made by drill in, in accordance with DEP requirements.
  - d. No drilling into the following sewers shall be permitted:
    - i. Clay pipe sewers on soil bedding without concrete cradle,
    - ii. Cement pipe sewers.
5. Connection to manholes must be in compliance with DEP requirements.
  - a. The invert of connections to manholes must be at least 3" above the bench, and the inner top of the connection should not be lower than the inner top of the sewer.
  - b. When site connections are to be made to new or existing manholes, a drop pipe manhole is required when the invert of the house connection is 4 feet or more above the spring line of the sewer.
6. Reuse of legally plugged connections must be in compliance with DEP requirements.

**PART II:**

1. Provide six (6) copies of the site plan, each with applicant's signature and original stamp. All of the required information indicated in Sections 1, 2, 3, and Part I (General) shall also apply to the information required to be shown on the site plan. Site plans must be to scale and no larger than 30" x 40". Title of project, owners name, date originally submitted and revision dates (if applicable) must appear on the site plan. In addition, the following requirements also apply:
  - a. Indicate distance of site from nearest street, avenue, etc.
  - b. Existing, legal and proposed grades must be clearly shown for the bounding streets. Existing and proposed grades must be shown for the site.
  - c. A pool of any kind should be clearly shown on the site plan, as to size, capacity, and location, must drain to a sanitary or combined sewer. Certification of the House Connection Proposal (HCP) form is not an approval of the swimming pool discharge. A SEPARATE FILING IS REQUIRED after certificate of inspection (C of I) has been issued.
  - d. On the site plan, show the hydraulic loading and all hydraulic calculations for both sanitary and storm discharge, actual and allowable.
    - Design sanitary flow must be calculated standard DEP design criteria which uses population density based on zoning.
    - The average actual storm flow must be calculated by standard DEP design criteria using a rainfall of 5.95 inches per hour and the average runoff coefficient based on zoning. (for the above flows refer to 'RULES AND REGULATIONS GOVERNING THE CONSTRUCTION OF PRIVATE SEWERS AND DRAINS.')
  - e. The method of disposal for all sanitary and storm discharge from the proposed development must be indicated on the site plan.
  - f. 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.
2. Provide three (3) copies of a current (within one year of original submission) site survey, each with original stamp and signature, of a Licensed Land Surveyor. In cases where streams/watercourses run through the applicants property, or run through abutting property and will be affected by the development, they must be clearly shown and properly labeled. If it is proposed to discharge storm flow

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to existing catch basin(s), the basin(s) and size of basin(s) connection(s) to the sewer(s) must be shown. If there are no streams/watercourses the survey should have the following note with signature of the surveyor:

“This is to certify that there are no streams nor natural watercourses in the property as shown on this survey.”

3. Provide a minimum of three (3) copies of Tentative Lot Number Request Form if applicable, each with the applicant’s original stamp and signature.
4. Provide a minimum of three (3) sets of owners consent showing block, lot, DOB number and address, (must be original signature with original corporate seal) if the sanitary flow discharging from the site is tributary to a private sewage treatment plant (STP) or a private pumping station (PS).
5. Provide a letter of approval from the Department of Health if the sanitary flow from the site discharges to a private sewage treatment plant or a private pumping station not in accordance with the approved drainage proposal. Said letter should show all block, lot and NB number(s).
6. A Department of Buildings amendment/request is required for the following:
  - a. On site disposal of storm flow for the properties underlain by serpentine rock
  - b. On site disposal of storm flow by means of other than standard drywells as specified in the NYC Building Code.
7. Provide all necessary documents, etc. relating to any associated mapping and demapping action, that affect the proposed project.
8. When changes in street drainage may result from this project, or it is proposed to discharge site storm flow to proposed catch basins, an approved paving plan must be submitted.
9. When disposal of site storm flow by means of drywells is proposed boring logs must be submitted to determine the suitability of the subsoil for drywells. Boring logs must be signed and stamped by the New York State, P.E. under whose supervision the work was done. Boring logs must be taken at the location of the proposed drywell(s).
10. A copy of the New York State Department of Environmental Conservation Permit must be submitted if the site is within a “Wetlands” area. If restrictive declarations, maintenance agreements, declaration of easement, etc., for city use are required copies must be submitted. For any documents which must be filed in the county clerk’s office reel and page numbers must be shown.
11. If the application was previously certified, the following, in addition to the above, is required:
  - a. A comprehensive cover letter to explain why a recertification is needed. Refer to the previously certified House Connection Proposal (HCP) number, if any.
  - b. One copy of the previously certified form.
  - c. One copy of the previously certified site plan.
  - d. If any connection is installed, explain why and provide documents.