



Office of Environmental
Remediation

INSTRUCTIONS PROJECT SUBMITTAL COVER SHEET

E-DESIGNATION AND RESTRICTIVE DECLARATION PROGRAM

PROJECT TRACKING NUMBERS

- 1a. **OER Project Number:** The OER project number refers to the project tracking number assigned by the Office of Environmental Remediation (OER) after the first project documents have been received by OER (i.e., 10EHAZ000M). Once issued, the project number should be referenced in all documents.
- 1b. **DEP Project Number:** The DEP project number refers to projects previously reviewed by NYC Department of Environmental Protection (DEP) and assigned a DEP project tracking number (i.e., 08DEPTECH000X). DEP project numbers typically have the DEPTECH or DEP identifier.
- 1c. **Department of Buildings Job Number(s):** Provide any related Department of Buildings Job/Application Numbers that pertain to a specific action for this project site. To access your property profile information from the Buildings Information System (BIS), visit the Department of Buildings (DOB) website at:

<http://a810-bisweb.nyc.gov/bisweb/bispi00.jsp>
- 1d. **Other Reference Number(s):** Provide any relevant project numbers associated with the project site (i.e. NYS Department of Environmental Conservation SPILL number, State or City Brownfield project number, etc.).

PROJECT LOCATION

LOCATION OF PROJECT SITE

- 2a. **Project Name:** Provide project name if relevant.
- 2b. **Project Address:** Provide the primary street address as well as any other alternative addresses for the project site.
- 2c. **Tax Block, Lot and Community District:** Provide all applicable Tax Block(s) and Lot(s) and the Community District for the project site. If there are multiple Tax Block(s) and/or Lot(s) please list all.

If you do not know your Tax Block(s), Lot(s) or Community District, you can retrieve the information using the GeoQuery Address Translator on the Department of City Planning homepage at <http://gis.nyc.gov/dcp/at/f1.jsp>.

REVIEW TYPE

REVIEW REQUIRED FOR THE SUBMITTED DOCUMENTS

- 3. **Type of Environmental Review:** Applicants must indicate the type of review required (E-Designation or Restrictive Declaration) for the submitted documents.

- E-Designation

An E-Designation is a NYC zoning map designation that indicates the presence of an environmental requirement pertaining to potential Hazardous Materials contamination, Window/Wall Noise Attenuation, or Air Quality impacts on a particular tax lot. E-Designations are established on the Zoning Map by the Department of City Planning (DCP) and City Council as a part of a zoning change/action.

The type of E-Designation on a property (Hazardous Materials, Air Quality and/or Window/Wall Noise Attenuation) and the assigned "E" number can be determined by reviewing the Official list of adopted E-Designations, searchable by Tax Block and Lot, located at the Department of City Planning's website at:

www.nyc.gov/html/dcp/pdf/zone/cegr.pdf

*A digital copy of the corresponding page(s) from the adopted "E" designation list pertaining to the project site should be submitted with all initial project submittals.

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- Restrictive Declaration

A Lead City Agency may accept the recording of a Restrictive Declaration (RD) as an Institutional Control on a property in order to allow a zoning/variance action to be certified. The RD acts by binding the owner to investigate and remediate after the zoning/variance action is certified. The 13 digit CRFN number is the City Register File Number which appears on the recorded RD cover page along with the recording date indicated in the lower right hand corner near the City Seal.

To obtain specific property information and/or a copy of a Recorded Restrictive Declaration on a specific Tax Block and Lot, visit the Department of Finance website for the ACRIIS online city register at:

<http://www.nyc.gov/html/dof/html/jump/acris.shtml>

*A digital copy of the recorded Restrictive Declaration for the project site should be submitted with all initial project submittals.

**DOCUMENTS
SUBMITTED**

4. **Type of Document:** Select the appropriate checkbox(s) for the document(s) being submitted for review.

**PROJECT
DESCRIPTION**
AS PER ARCHITECT /
ENGINEER OF RECORD

5. **Project Description:** Provide a brief description of the proposed project as per the Architect / Engineer of Record. The description should include, at a minimum, the type of alteration or new development/expansion being performed, extent of ground/soil disturbance, proposed grade-level open spaces areas not capped with concrete or asphalt, etc. Detailed project descriptions should be provided in reports.

**CONTACT
INFORMATION**

6. **Contact Information:** Fill in the primary contact information and type (i.e. environmental consultant, architect, engineer, etc.) and any other applicable parties involved in the development project.

**PROFESSIONAL
CERTIFICATION**
FOR PROJECT ELEMENTS
REQUIRING CERTIFICATION
BY A NEW YORK STATE
LICENSED PROFESSIONAL
ENGINEER (PE) OR
REGISTERED ARCHITECT
(RA)

7. **Certification of Documents Submitted to OER:** For project elements requiring the stamp and signature of a certified professional (New York State Licensed Professional Engineer (PE) or Registered Architect (RA)), applicants must do the following:

- (i) Include scans of stamped and signed elements, and
- (ii) Include a hard copy of the cover letter with the original stamp and signature for the respective stamps and signatures in the digital submission.

OER requires the original stamp and signature for all certified elements.

SUBMISSIONS
WHERE TO SEND

Submission of Documents:

Digital project submittals and cover sheet should be sent to:

**Mayor's Office of Environmental Remediation
E-Designation Program
c/o Dan Cole, Bureau Chief
100 Gold Street, 2nd Floor
New York, NY 10038**

The completed cover sheet should be submitted via hard copy as well as digitally.

OER reserves 30 days for review of all submissions.

If you have a question regarding the E-designation program or a project submission, email us at edesignation@dep.nyc.gov or call us at 212-788-8841.