

Joint Application Checklist

This checklist shows which agencies require specific information and document. Please note that all agencies require that submissions be **delivered via mail or courier**. Email submissions are not currently accepted.

US Army Corps of Engineers (Army Corps):

1 copy of application with Army Corps' required materials)

NYS Dept. of Environmental Conservation:

3 copies of application with NYS DEC's required materials and 1 digital copy of the entire submission as a PDF file on a CD-ROM

NYS Dept. of State

1 copy of application with NYS DOS's required materials

NYC Dept. of City Planning

1 copy of application with NYC DCP's required materials

This checklist has five categories:

- Forms, Questionnaires, & Worksheets
- Project Description and Justification
- Maps, Plans, Drawings & Photos
- Property Ownership & Permissions
- Other Information and Materials

	Forms, Questionnaires & Worksheets	ARMY CORPS	NYS DEC	NYS DOS	NYC DCP
<input type="checkbox"/>	Joint Application Form For the NYS DEC, this must be signed by the applicant (you) as well as by the landowner (if you don't own the land).	✓	✓	✓	✓
<input type="checkbox"/>	NYC WRP Consistency Assessment Form	✓	✓	✓	✓
<input type="checkbox"/>	Environmental Impact Questionnaire The 2 different forms you will need: ① Army Corps Environmental Questionnaire ② State/City Environmental Quality Review (SEQR/CEQR form – either SEQR/CQR Determination if already completed, or the Short Environmental Assessment Form (SEAF), Part I. You can use the online EAF Mapper tool for the SEAF.	①	②	① or ②	Whatever submitted to DOS
<input type="checkbox"/>	Essential Fish Habitat Worksheet	✓			
<input type="checkbox"/>	Structural Archaeological Assessment Form		✓		
<input type="checkbox"/>	Permission to Inspect Property Form Form must be signed by Owner/Legally Responsible Party (LRP)		✓		
<input type="checkbox"/>	NYS DEC's Waterfront Activities Application Checklist (as top sheet)		✓		

Some projects also require specific additions (NYS DEC) forms.
See [Typical Projects](#) for details.

Project Description and Justification		ARMY CORPS	NYS DEC	NYS DOS	NYC DCP
<input type="checkbox"/>	Justification of project / purpose A detailed description of the proposed activities, associated facilities and coastal effects.	✓	✓	✓	✓
<input type="checkbox"/>	Alternatives analysis An analysis of the ways your project can avoid or minimize impact on the environment.	✓	✓	✓	✓
<input type="checkbox"/>	Analysis of consistency with the policies of NYC WRP A description of how your project advances or hinders the goals of 1 or more of the policies of the The New York City Waterfront Revitalization Program		✓	✓	✓

For drawing guidelines, see [Tips on Drawings and Plans](#)

For project-specific details on what information to include, see [Typical Projects](#)

Maps, Plans, Drawings & Photos		ARMY CORPS	NYS DEC	NYS DOS	NYC DCP
<input type="checkbox"/>	Cover Sheet Recommended for drawing sets of 3 or more sheets. Be sure to include project title info, what's included in the set, and latest revision dates.		✓		
<input type="checkbox"/>	Site Location Map This locates the site of your project on a larger vicinity map. Include the following: <ul style="list-style-type: none"> Names of adjacent roads Latitude and longitude coordinates Vicinity maps must be created from an official mapping source. <ol style="list-style-type: none"> Hagstrom road map with road names Google or Bing map 	✓ ① or ②	✓ Whatever submitted to Army Corps + NYC block and Lot information, if available.	✓ Whatever submitted to Army Corps	✓ Whatever submitted to Army Corps + NYC block and Lot information, if available.
<input type="checkbox"/>	Existing Site Conditions Map A bird's eye view of the existing project location site. Must be drawn to scale.	✓	✓		
<input type="checkbox"/>	Site Plans A bird's eye view of your proposed project. Must be drawn to scale. Formatted either as: <ol style="list-style-type: none"> Letter size (8.5x11") Full scale surveyor size (18x24" or 24"x36") 	✓ ①	✓ ②	✓ Copies of ① or ②	✓ Copies of ① or ②
<input type="checkbox"/>	Cross-section/ Elevation Drawings Drawings are drawn to scale. These are views of your project as if you were looking directly at the project from the ground level. Formatted either as: <ol style="list-style-type: none"> Letter size (8.5x11") Full scale surveyor size (18x24" or 24"x36") 	✓ ①	✓ ②	✓ Copies of ① or ②	✓ Copies of ① or ②
<input type="checkbox"/>	Color Photos Minimum of 3 good quality color photos showing the site in its entirety, as well as any necessary close-ups. Label and mark the photos with <ul style="list-style-type: none"> Number (for photo key map) Date Annotation of what the viewer is seeing 	✓	✓	✓	✓
<input type="checkbox"/>	Photo Key Map A separate version of the Existing Site Conditions Map that locates the numbered photos. <ul style="list-style-type: none"> Use numbers to show placement of each photo on the map Use arrows to show direction of each photo view (N/S/E/W) Format: 8 ½" x 11 or any larger format		✓	✓	✓

Ownership & Permissions to Build		ARMY CORPS	NYS DEC	NYS DOS	NYC DCP
<input type="checkbox"/>	Identify ownership of all related properties, including: <ul style="list-style-type: none"> Adjacent (upland) properties – ownership information should be included on the Existing Conditions Map. If you're not sure, use the NYC Tax Maps to check property ownership. Lands under water - Needed for work on, in or over tidal waters, such as dredging, catwalks, bulkheads, and mooring projects Contact NYS Office of General Services (NYS OGS) to begin the process of identifying lands under water. 	✓	✓	✓	✓
<input type="checkbox"/>	Obtain permissions from adjacent property owners Letters of Permission are required from adjacent property owners if project includes work or construction access on or from an adjacent property.		✓		
<input type="checkbox"/>	Apply for permission to use lands under water If you are applying for an easement or grant from NYS OGS, the application to OGS should be part of the Joint Application.		✓	✓	✓

Other information and materials		ARMY CORPS	NYS DEC	NYS DOS	NYC DCP
<input type="checkbox"/>	List of other state and local authorizations required <ul style="list-style-type: none"> Army Corps individual permits require NYS DEC and NYS DOS authorizations prior to issuance. Both may be obtained concurrent with an Army Corps review via the Joint Application. The NYC WRP Consistency Assessment Form must include listing of other authorizations, including any local actions. 	✓			✓
<input type="checkbox"/>	Copies of materials submitted to New York State agencies This includes environmental review documents, such as: <ul style="list-style-type: none"> Environmental Impact Statements (EIS) Environmental Assessment Statements (EAS) Attach copies of all forms, applications and correspondence submitted to NYS agencies			✓	✓
<input type="checkbox"/>	Copies of supporting documentation sent to federal agencies Attach copies of anything sent to Army Corps			✓	✓
<input type="checkbox"/>	Application Fees <ul style="list-style-type: none"> Fees required by Army Corps for Individual Permits only, but not at time of application NYS DEC accepts fees at time of application, or at any time during the review process. Fees must be received prior to permit issuance. 	✓	✓		