

New York State Department of Environmental Conservation

Region 2 Drawing Checklist: Bulkhead Projects



A. COVERSHEET

DEC Region 2 recommends providing a project drawing coversheet for moderate to large projects with multiple drawings to include information as indicated below.

1. Project Identification

Label the map with the following information:

- a. Submission title
- b. Project name
- c. Site/facility street address
- d. Tax lot – block & lot number
- e. Drawing date
- f. Consultants

2. Drawing Index

Provide the following information for each drawing:

- a. Drawing number
- b. Drawing title
- c. Initial drawing date
- d. Latest revision date

3. Site Location Map

- a. Insert the image of the Site Location Map as listed in the section below.



B. SITE LOCATION MAP

Provide a map showing the precise location of the project site as indicated below.

1. Site Location Map Information

- a. Scale map to legibly show the project site and surrounding streets within a ¼ mile radius of the site.
- b. Provide a call out label showing the precise location of the project site, including tax lot identification numbers; see [NYC Dept of Finance](#).
- c. Label major streets.



C. SITE PHOTOS AND PHOTO LOCATION MAP

Provide site photos and mapping information as indicated below.

1. Site Photos

Label the map with the following information:

- Provide recent, clear photos of the project site as it relates to the waterbody and/or wetland.
- Include photos of the bulkhead project area from the seaward side, showing the length of the bulkhead, if applicable, at low tide.
- Label the photos with a reference number, the date taken and the direction of the view.

2. Photo Location Map (for large projects with three or more photos)

Provide the following information for each drawing:

- Scale map to legibly show existing features of the project site.
- Label the map with the photo locations using the reference number and view direction.



D. EXISTING SITE CONDITIONS MAP

Provide a map of existing site conditions as indicated below.

1. Property and Title Information

- Show property boundary line and any internal lot lines.
- Show any easement or deed restriction lines.
- [Label tax block and lot number\(s\).](#)
- Show adjoining property lot lines and label current ownership and block and lot number(s).

2. Existing Natural/Environmental Site Features

- All drawings must be in NAVD88 and labeled as such.
- Show elevation contours in 2' intervals and label the 10' contours
- Show and label tidal wetlands boundary line; reference [NYSDEC map](#) or flagging date and entity (DEC staff or applicant's consultant) who conducted flagging.
- [Show mean high water \(MHW\) line and mean low water line \(MLW\).](#)
- Show water depths at mean low water.
- [Show and label CEHA line,](#) if applicable.
- If relevant to the project, show and label features such as landforms (rock outcrops, etc.), tidal wetland vegetation or other specimen trees or vegetation

D. EXISTING SITE CONDITIONS MAP CONTINUED

3. Existing Built/Developed Site Features

- a. Show and label all existing structures and surfaces.
- b. Where applicable, show:
 - i. Show a label with description and dimensions of existing bulkhead features (e.g. sheeting, whalers, piles, anchor systems).
 - ii. Other shoreline stabilization structures.
 - iii. Existing piers, docks, catwalks, ramps and/or floats.

4. Measurements and Labels

- a. Mark and label the dimension of the closest distance between the tidal wetland boundary or seaward face of an existing bulkhead/shoreline structure and a permanent fixed structure to remain.

5. Cross Section Cut Lines

- a. Show and label reference cut lines for an existing site cross-section to be shown on the Cross-Sections and Details drawing.
- b. The location of the cut line(s) shown on this map shall match the location of cut lines to be shown on the Proposed Site /Project Plan.



E. PROPOSED SITE/PROJECT PLAN

Provide a detailed plan of the area where the regulated action (within the tidal wetland adjacent area) is proposed to occur as indicated below. The Proposed Site/Project Plan shall be the same scale as the Existing Conditions Map. Site and construction details may be shown on this drawing, or on a separate drawing(s) if more space is needed.

1. Property and Title Information

- a. Show all property and title information included on the Existing Site Conditions Map.

2. Existing and Proposed Project Information

Use the Existing Site Conditions Map or a simplified version of it as the base for this drawing:

- a. Show the existing site condition information in a gray tone or thinner line, and the proposed project information in a black tone or thicker/bolder line. Combining the existing and proposed information makes the drawing difficult to read, eliminate some of the less relevant detailed existing site feature information.
- b. Show location and label dimensions of proposed bulkhead and other associated structure.

E. PROPOSED SITE/PROJECT PLAN CONTINUED

- c. Show and label proposed bulkhead materials and features (e.g. sheeting, walers, piles and anchor systems for bulkhead).
- d. Show proposed grade/elevation contours and spot elevations where needed.
- e. Indicate project limit lines (i.e. areas of disturbance, including construction access and staging and storage areas)
- f. Indicate and label location of erosion/sediment controls, if applicable (e.g. silt fence, straw bales).
- g. Show proposed bulkhead connections (to existing adjoining bulkheads) or terminations/returns (to existing grades or stabilization structures) whether within the site or at boundary line with adjacent properties.

3. Measurements and Labels

- a. Using the same location as on the Existing Conditions Map, show and label the closest distance between the seaward face of the proposed bulkhead/shoreline structure and the permanent fixed structure to remain.

4. Cross Section Cut Lines

- a. Show and label reference cut lines for the proposed cross-section(s) to be shown on the Cross-Sections and Details drawing.
- b. A cutline should be drawn perpendicular to the shoreline or existing bulkhead, and extend from the water, through the shoreline/bulkhead, and up to and including an existing structure to remain.
- c. The cutline should be positioned to show the typical existing and proposed site shoreline or bulkhead conditions.
- d. Additional cut lines may be needed if shoreline/bulkhead conditions are not consistent throughout the project area.

5. Site and Construction Details

Referenced/related details may be added to this drawing.



F. CROSS-SECTIONS AND DETAILS

Provide drawing(s) showing legible cross-section(s) per referenced cut lines shown on the Existing Conditions Map and Proposed Site/Project Plan. Site and construction details may be shown on this drawing, or on a separate drawing(s) if more space is needed.

1. Cross-Sections

Provide cross-section(s) showing existing and proposed information as indicated below.

- a. Both the existing and proposed cross-sections must be drawn at the same scale.
- b. Number label the cross-section(s) to reference the cut-lines indicated on the Existing Conditions Map and Proposed Site/Project Plan.

F. CROSS SECTIONS AND DETAILS CONTINUED

2. Existing Cross-Sections

Include all existing condition information listed below, as applicable (some of these items apply to the cross-section parallel to the shoreline, some to the cross-section perpendicular to the shoreline, some to both):

- a. Show, label and dimension the existing bulkhead.
- b. Dimensions and locations of sheeting, whalers, piles and anchor systems of existing bulkhead.
- c. Show and label tidal wetlands boundary line.
- d. [Indicate mean high water \(MHW\) line and mean low water \(MLW\) line.](#)
- e. Show water depths at mean low water.
- f. Property line
- g. Deed restriction/easement lines
- h. Existing grade
- i. Mark and label the dimension of the distance between the tidal wetland boundary or seaward face of an existing bulkhead/shoreline structure and the permanent fixed structure to remain.

3. Proposed Cross-Sections

Using the Existing Cross-Section as a base, overlay the following proposed design information, as applicable (some of these items apply to the cross-section parallel to the shoreline, some to the cross-section perpendicular to the shoreline, some to both):

- a. Show the existing site condition information in a gray tone or thinner line, and the proposed project information in a black tone or thicker/bolder line. If the combined existing and proposed information makes the drawing difficult to read, eliminate some of the detailed existing site condition information.
- b. Locate, dimension and label proposed bulkhead.
- c. Label type of bulkhead (i.e. sheet pile, batter pile) to be installed and material (steel, wood, plastic).
- d. Proposed grade
- e. Location of erosion/sediment controls (e.g. silt fence, straw bales)
- f. Mark and label the dimension of the distance between the seaward face of the proposed bulkhead/shoreline structure and the permanent fixed structure to remain.

4. Project Fill Table

Include a small table with project fill information – if applicable; type(s), volume(s) and sources of fill to be used.

5. Details (if applicable)

Provide additional sections or details on the same or separate drawing(s).

- a. Erosion and sediment control details
- b. Enlarged/special feature details