



New York State Environmental Facilities Corporation  
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**NEW YORK CLEAN WATER STATE REVOLVING FUND  
STATE ENVIRONMENTAL REVIEW REQUIREMENTS  
FOR GREEN INNOVATION GRANT PROGRAM PROJECTS**

**ENVIRONMENTAL IMPACT REVIEW REQUIREMENTS  
and the  
STATE ENVIRONMENTAL REVIEW PROCESS**

This guidance sets forth the Clean Water State Revolving Fund (CWSRF) environmental impact review requirements, referred to as the **State Environmental Review Process (SERP)**, and how they relate to the State Environmental Quality Review Act (SEQR). SERP must be followed in order to qualify for CWSRF or GIGP funding. **Please note, although the Green Innovation Grant Program (GIGP) has a separate application process, it is a State Revolving Fund (SRF) grant program. All references made herein to CWSRF or SRF apply to the GIGP.** Please contact EFC early in the development of a project for assistance.

This guidance does not provide a detailed explanation of SEQR. SEQR and the underlying State regulations can be found in Title 6, Part 617 of New York State Codes, Rules and Regulations (6 NYCRR Part 617).

SEQR/SERP is an integral part of the planning and design phases of a project, and should identify regulatory approvals and permits that are needed to construct and/or operate the project. The NYS Environmental Facilities Corporation (EFC) understands that complying with SERP can involve considerable time, effort and expense. Unfamiliar jargon<sup>1</sup> related to SEQR and SERP and uncertainty about the procedures can cause confusion or delay in assessing environmental impacts.

Generally, the SERP requires that CWSRF/GIGP projects be reviewed: (1) in accord with procedures for either a Type I or Type II (excluded) action under SEQR, and (2) under Section 14.09 of the NY Parks, Recreation and Historic Preservation Law.

**Please note:** If you are a non-municipal applicant, you will need to identify an Involved Agency, a state or municipal agency, to conduct the SEQR/SERP review on your behalf. If you have any questions, please contact EFC or the appropriate NYS Department of Environmental Conservation (DEC) Regional Permit Administrator (RPA).

**1.0 SHPO - HISTORIC PRESERVATION AND CULTURAL RESOURCE REQUIREMENTS**

Regardless of how the project is classified under the CWSRF/GIGP, you will need to submit the documentation that was generated by the appropriate SEQR/SERP review as well as the results of the State Historic Preservation Office (SHPO), the Historic Preservation Field Services Bureau of the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) consultation (see below) to the DEC RPA and EFC. SERP requires that the RPA certify to EFC that the SRF applicant complied with SERP. EFC will solicit this SERP Certification on behalf of the SRF applicant, **but** the certification cannot be issued if the applicant does not produce the appropriate SEQR/SERP documentation.

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<sup>1</sup> Helpful definitions are provided at the end of this guidance.

**Section 14.09** of the NY Parks, Recreation and Historic Preservation Law requires that publicly funded projects be reviewed for potential impacts on historic properties and resources. This review is conducted by **SHPO**, the Historic Preservation Field Services Bureau of the OPRHP.

Applicants will need to solicit a letter from OPRHP indicating that a suitable SHPO review has been initiated or completed. A copy of the OPRHP letter needs to be provided to EFC as part of an application for CWSRF financing or when a project is selected for potential GIGP funding. **OPRHP** may be an **Interested** or **Involved Agency** under SEQR. Regardless of whether OPRHP is an Interested or Involved Agency under SEQR, the SHPO review needs to be performed in order to be eligible for CWSRF funding.

GIGP funds will not be released until OPRHP indicates that the SHPO review is completed and approved. Attached to this guidance is the OPRHP Project Review Cover Form. Use of this form is not required; it is provided as a convenience to assist SRF applicants with initiating the SHPO review process.

## **2.0 SERP – (TIER II) REQUIREMENTS FOR POINT SOURCE (Section 212) PROJECTS:**

Projects that involve actions classified as Section 212 projects under the Clean Water Act (**CWA**) must comply with the requirements of SERP. To comply with **SERP**, projects must be properly classified in accordance with SEQR and documented as either:

- a Type I action,
- an Unlisted action, which **must** be treated as a Type I action, or
- a Type II action.

**Type I and Unlisted Actions** – to comply with SERP, the following procedures apply:

- The municipality must fill out Part I of the **Full Environmental Assessment Form (EAF)** and circulate the EAF to involved agencies along with the **Lead Agency Solicitation**;
- Filing, publication and distribution of documents must follow the requirements applicable to a **Type I** action;
- The Lead Agency's determination of environmental significance (referred to as either a **Negative Declaration** or a **Positive Declaration**) must be supported with reasons and then published in the DEC Environmental Notice Bulletin (ENB); and
- All SERP documentation needs to be submitted to the **RPA** in order for EFC to be able to obtain a SERP Certification on your behalf.

**Type II Actions** – to comply with SERP, the following procedures apply:

- The municipality designates the project as a **Type II** action stating the specific provisions or exceptions that apply; and
- All SERP documentation must be submitted to the **RPA** in order for EFC to be able to obtain a SERP Certification on your behalf.

### **Positive Declarations (of Potential Adverse Environmental Impacts)**

In certain circumstances, a **Lead Agency** may determine that the project will have an adverse impact on the environment and issue a **Positive Declaration** as defined by SEQR. An environmental impact statement (EIS) will then be prepared. This does not cause the project to be ineligible for CWSRF/GIGP funding, but the documentation needed to show SEQR/SERP compliance is beyond the scope of this guidance.

Typically, the RPA will be an active participant in the environmental impact review in those situations.

Under these circumstances, SRF applicants and their consultants are urged to seek project specific guidance

from EFC and RPA staff early and as needed throughout the process.

## **2.1 REQUIREMENTS FOR NON POINT SOURCE (NPS) (Section 319) and NATIONAL ESTUARY PROJECTS (Section 320):**

Projects that are classified as Section 319 or Section 320 projects under the CWA have slightly different requirements. Under the CWA, these projects are “categorically excluded.” However, you must still subject the project to environmental review under SEQR and obtain a SERP Certification from the RPA in order to obtain SRF funding. If you are a non-municipal applicant, you will need to identify an Involved Agency, a state or municipal agency, to conduct the SEQR/SERP review on your behalf. In such case the applicant, or municipal agency conducting the SEQR review on behalf of the applicant, must follow SEQR and will be referenced below as Municipality/Applicant. Please refer to the DEC SEQR Guidance available at:

<http://www.dec.ny.gov/permits/357.html> for more information.

**Type I Actions** – to comply with SEQR, the following procedures apply:

- The Municipality/Applicant must fill out Part I of the **Full EAF** and circulate the EAF to involved agencies along with the **Lead Agency Solicitation**;
- Filing, publication and distribution of documents must follow the requirements applicable to a **Type I** action;
- The Lead Agency’s determination of environmental significance (referred to as either a **Negative Declaration** or a **Positive Declaration**) must be supported with reasons and then published in the ENB; and
- All SERP documentation must be submitted to the RPA in order for EFC to be able to obtain a SERP Certification on your behalf.

**Unlisted Actions** – to comply with SEQR, the following procedures apply:

- If the Municipality/Applicant chooses to conduct a coordinated review, the municipality must fill out Part I of the **Full** or **Short EAF** and circulate the EAF to involved agencies along with the **Lead Agency Solicitation**;
- If the Municipality/Applicant chooses to conduct an uncoordinated review, the municipality must fill out the **Full** or **Short EAF** and then make a determination of environmental significance;
- The Lead Agency’s determination of environmental significance (referred to as either a **Negative Declaration** or a **Positive Declaration**) must be supported with reasons. In addition, any **Positive Declaration** needs to be published in the ENB; and
- All SERP documentation must be submitted to the RPA in order for EFC to be able to obtain a SERP Certification on your behalf.

**Type II Actions** – to comply with SEQR, the following procedures apply:

- The Municipality/Applicant designates the project as a **Type II** action stating the specific provisions or exceptions that apply; and
- All SERP documentation must be submitted to the RPA in order for EFC to be able to obtain a SERP Certification on your behalf.

### **Positive Declarations (of Potential Adverse Environmental Impacts)**

In certain circumstances, a **Lead Agency** may determine that the project will have an adverse impact on the environment and issue a **Positive Declaration** as defined by SEQR. An environmental impact statement

(EIS) must be prepared. This does not cause the project to be ineligible for CWSRF funding, but the documentation required to demonstrate SEQR/SERP compliance is beyond the scope of this guidance. Typically, the RPA will be an active participant in the environmental impact review in these situations. Applicants and their consultants are urged to seek project specific guidance from EFC and RPA staff early and as needed throughout the process.

### **3.0 Municipalities Located Within the Adirondack Park**

A municipality located within the Adirondack Park must coordinate its environmental review with the **Adirondack Park Agency (APA)**. All projects located within the Adirondack Park are subject to APA environmental review requirements, even if the project is classified as a **Type II** action under **SEQR**. A municipality must complete the APA review process, and submit documentation of this review to the RPA and EFC.

Please contact the New York State Adirondack Park Agency at (518) 891-4050 or [www.apa.state.ny.us](http://www.apa.state.ny.us) to learn what must be done to comply with its requirements. GIGP funds will not be released until the APA indicates that the review is completed and project approved. Please also be aware of the requirements of Local Finance Law, Section 104.10 as to the issuance of debt by towns located within the Adirondack Park.<sup>2</sup>

### **4.0 Agricultural District Review Requirements**

Article 25-AA of NY Agriculture and Markets Law provides for the creation of Agricultural Districts, and sets forth a process to assess, identify, and address the impacts of utility projects, such as water or sewer projects, on agricultural resources. If an Agricultural District is within a project area, the process defined by this law must be followed. In those cases, the NYS Department of Agriculture and Markets (Ag&Mkts) and the appropriate County Agricultural and Farmland Protection Board should be identified as **Involved Agencies** under SEQR.

If applicable, you will need to demonstrate compliance with these agricultural district review requirements. Such compliance should be specific to the stage of project development and the purpose for which CWSRF/GIGP funding is being sought. See Agriculture and Markets Law, Section 305(4). GIGP funds will not be released until EFC receives certification that the review is complete and deemed accepted by Ag&Mkts.

### **5.0 TIPS FOR MUNICIPALITIES AND CONSULTANTS:**

1. Early contact with GIGP/CWSRF Program Staff and the RPA at the appropriate DEC Regional Office is strongly encouraged. The RPA is responsible for DEC's environmental impact review and permitting programs. The RPA can guide CWSRF applicants through project-specific requirements, identify DEC permits that may be required, arrange meetings with DEC staff to coordinate interdisciplinary reviews, and facilitate sharing of documents and information. Early contact with the RPA will benefit your project review and help EFC timely obtain the SERP certification.
2. Classify the project (the Action) pursuant to SEQR and review the classification with the RPA. In almost all cases, a municipality will be the Lead Agency. The municipality, as Lead Agency, needs to ascertain how SEQR applies to the project to be funded. Discussing the classification with the RPA can help avoid problems with misclassification of the project.
3. Use the list of regulatory permits and approvals shown in Item D, page 3, of the CWSRF Application Form, or Section G of the GIGP Application along with regulatory issues identified in Part 1 of the Full EAF, to properly identify all Involved Agencies.
4. Include the GIGP application number or CWSRF project identification number, if one has been assigned, on all SEQR and regulatory correspondence.
5. Include information that is needed for environmental impact reviews in the preliminary engineering report or Stormwater Pollution Prevention Plan (SWPPP) for the project. If the project is not a Type II

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<sup>2</sup> Not applicable in the case of grants.

- action, you should consider preparing Part 1 of the Full EAF and a map detailing the project location suitable for conducting a Coordinated Review in conjunction with the engineering report or SWPPP.
6. Early in the process, begin to secure documentation needed to comply with certain regulatory issues, particularly SHPO, APA, and Agricultural District reviews. It is very helpful to cover these issues in the scope of the project's preliminary engineering report or SWPPP.
  7. Send a complete set of materials documenting the SEQR/SERP process to the RPA and EFC staff associated with the project.
  8. The Full EAF has signature lines on the first page, and at the end of Part 1. Be sure both are properly signed and dated. The Full EAF should be signed at the end of Part 1 prior to distribution with the Lead Agency solicitation. The date of the signature on page 1 of Part 1 should be the same date as the determination of significance resolution.
  9. At the same time that a notice of intent to be Lead Agency is issued, specifically request each Involved Agency to provide written comments as to permits and other approvals. .
  10. Document the SEQR/SERP proceedings with:
    - a. A copy of the resolution by the municipality classifying the action;
    - b. A copy of the notice of intent to be Lead Agency sent to all Involved Agencies;
    - c. A copy of the map and Full EAF (must complete Parts 1 and 2; complete Part 3 if applicable) used in the SEQR/SERP review;
    - d. A copy of the Negative Declaration or Positive Declaration with supporting justification;
    - e. A copy of correspondence from Involved Agencies regarding the status of each permit or regulatory authority vested with it; and
    - f. A copy of the ENB publication of the Notice of Negative or Positive Declaration.
  11. Follow up routinely with DEC, EFC, and Involved Agency staff so they are aware of your needs and the status of your project.

## **6.0 FOR MORE INFORMATION**

### **A. For Additional Information and Assistance with Environmental Impact Reviews and Regulatory Permits**

Please contact the RPA in your local DEC office (see the **attached** list of offices and contact information for RPA's).

### **B. For General CWSRF Information**

Please contact the EFC Program Management Division at (518) 402-7433 or call the EFC toll-free number at (800) 882-9721 (from within New York State only).

### **C. For General GIGP Information**

Please contact the EFC Technical Advisory Services Division at (518) 402-7461 or call the EFC toll-free number at (800) 200-2200 (from within New York State only).

## **7.0 OTHER RESOURCES:**

- The NYS DEC SEQR web site ( [www.dec.ny.gov/permits/357.html](http://www.dec.ny.gov/permits/357.html) )
- The NYS DEC SEQR Handbook – Third Edition – Topics presented in a Q&A format and addresses common questions that arise during the process of applying SEQR (can be obtained at <http://www.dec.ny.gov/permits/6188.html> )
- The SEQR Cookbook - A Step by Step Discussion of the Basic SEQR Process (can be obtained at [http://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/cookbook1.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/cookbook1.pdf) )
- The OPRHP SHPO web site (<http://www.nysparks.state.ny.us/shpo/>)
- The SHPO Project Review Cover Form can be found at <http://www.nysparks.state.ny.us/shpo/environmental-review/documents/ProjectReviewSubmissionCoverForm.pdf>

- The New York State Adirondack Park Agency at [www.apa.state.ny.us](http://www.apa.state.ny.us) or (518) 891-4050.

### **8.0 DEFINITIONS AND ACRONYMS (definitions may be more detailed in 6 NYCRR Part 617)**

Adirondack Park Agency (APA) – the State agency charged with various regulatory and planning responsibilities in the Adirondack Park. APA has authority to perform its own environmental review process in place of SEQR.

Coordinated Review – a process by which the Lead Agency seeks to identify any potentially significant environmental impacts relative to a project with input from all Involved Agencies within a defined process and timetable. It is through this process that a municipality establishes itself as Lead Agency and eventually issues a determination of significance.

Environmental Notice Bulletin, (ENB) – the weekly publication of DEC published pursuant to section 3-0306 of the Environmental Conservation Law, and accessible on DEC's website at <http://www.dec.ny.gov/enb/enb.html>.

Green Innovation Grant Program (GIGP) – The Green Innovation Grant Program is a State Revolving Fund Grant Program that funds green projects which spur innovation, build green capacity and transfer technology throughout NY State. Funding is awarded through a separate application process announced in the State Register subject to the availability of funds.

Interested Agency – any agency that lacks the jurisdiction to fund, approve or directly undertake an action but wishes to participate in the review process because of its specific expertise or concern about the proposed action. An "interested agency" has the same ability to participate in the review process as a member of the public.

Involved Agency – any agency with jurisdiction by law to fund, approve or undertake the proposed action. If an agency will ultimately make a discretionary decision to fund, approve or undertake an action, then it is an "involved agency", notwithstanding that it has not received an application for funding or approval at the time the SEQR process is commenced. The Lead Agency is also an "involved agency".

Lead Agency – the agency responsible for undertaking, funding or approving an action, and therefore responsible for determining the environmental significance of a project, and completing SEQR review procedures. In most cases, the municipality sponsoring a CWSRF / GIGP project serves as Lead Agency.

Negative Declaration – a written determination by a Lead Agency that the implementation of the action as proposed will not result in any significant adverse environmental impacts. Under SEQR, a Negative Declaration may also be a Conditioned Negative Declaration as defined in subdivision 617.2(h), **but** a Conditioned Negative Declaration does **not** meet the requirements of SERP. Negative declarations must be prepared and properly supported with reasons for the determination, filed and published in accordance with sections 617.7 and 617.12 of 6 NYCRR Part 617.

OPRHP, or NYS Office of Parks, Recreation and Historic Preservation. – the NYS department charged with regulating impacts of actions on historic and cultural resources; often used interchangeably with SHPO.

Positive Declaration – a written statement prepared by the Lead Agency indicating that implementation of the action as proposed may have a significant adverse impact on the environment and that an environmental impact statement will be required. Positive declarations must be prepared, filed and published in accordance with sections 617.7 and 617.12 of 6 NYCRR Part 617.

RPA, or Regional Permit Administrator – a staff member of the NYS DEC responsible for coordinating the issue of various DEC permit programs, providing DEC representation in SEQR reviews, and certifying SEQR reviews as meeting SERP requirements for CWSRF / GIGP funding.

SEQR, or State Environmental Quality Review Act – the law which requires all state and local government agencies to assess the environmental significance of all actions they have discretion to approve, fund or directly undertake. SEQR requires the agencies to balance the environmental impacts with social and economic factors when deciding to approve or undertake an action. See 6 NYCRR Part 617 State Environmental Quality Review (SEQR), Environmental Conservation Law, Sections 3-0301(1)(b), 3-0301(2)(m) and 8-0113.

SERP, or State Environmental Review Process – the pathway of specific qualifying SEQR actions, and its documentation, and regulatory approvals necessary to meet SRF financing requirements.

SHPO, or State Historic Preservation Office – the office or process that evaluates the potential impact of a project on historic or cultural resources. SHPO is a part of OPRHP; the acronym is often used interchangeably with OPRHP.

Type I Action – a proposed action or project directly undertaken, funded or approved by an agency that is more likely to require the preparation of an environmental impact statement (EIS) than Unlisted actions or one with a significant potential for an adverse environmental impact. See 6 NYCRR 617.4

Type II Action – a proposed action which has been found categorically to not have significant adverse impacts on the environment, OR actions that have been statutorily exempted from SEQR review. See 6 NYCRR Part 617.5.

Uncoordinated Review – the review conducted by a Lead Agency for Unlisted Actions involving more than one agency. This review does **not** meet the requirements of SERP.

Unlisted Action – an action not identified as a Type I or Type II action.

## **9.0 Attachments:**

Attachment I – List of Permitting Agencies and Potential Permits

Attachment II - List of Potentially Involved Agencies

Attachment III – DWSRF Environmental Notice Bulletin (ENB) Publication Notice Form

Attachment IV – Office of Parks, Recreation & Historic Preservation (OPRHP) / State Historic Preservation Office (SHPO) Project Review Cover Form

Attachment V – List of DEC Regional RPA Contacts

*Attachment I*

**List of Permitting Agencies and Potential Permits**

**Permitting Agencies and Potential Permits**

| Permitting Agency                | Applicable Statute and/or Regulations  | Activity Covered  |
|----------------------------------|--|---|
| <u>Federal</u><br>US ACOE        | Section 404*   | Placement of dredged or fill material in waters of the US (stream crossings/wetlands).  |
| US FWS                           | Endangered Species Act   | Construction activities potentially affecting listed or proposed threatened or endangered species.  |
| <u>New York State</u><br>NYS DEC | Section 401 Certification *<br>(Clean Water Act)   | 401 water quality certification for activities permitted by the federal government potentially affecting State water quality standards              |
| NYS DEC                          | Freshwater Wetlands *<br>(6 NYCRR Parts 663-664)   | Construction activities potentially affecting State regulated wetlands.   |
| NYS DEC                          | SPDES<br>(Article 17, Titles 7, and 8 &<br>Article 70 of the Environmental<br>Conservation Law)  | General permit (GP-93-06) for storm water discharges from construction activities.<br>Preparation of storm water pollution prevention plan (SWPPP). |
| NYS DEC                          | Protection of Waters<br>(6NYCRR Part 608)  | Disturbances to streams and other waters.   |
| NYS DEC                          | Water Supply Permit<br>(6 NYCRR Part 601)  | Potable water supply components.  |
| NYS OPRHP                        | State and Federal Preservation<br>Laws<br>(9 NYCRR 428)<br>(36 CFR 800)  | Activities affecting historic, architectural, archaeological, or cultural resources.  |
| NYS DOH                          | Water Supply Plan Approval (10<br>NYCRR 5)   | Potable water supply facilities.  |
| NYS DOT                          | 17 NYCRR Parts 126 and 131   | Work within State highway ROWs.   |
| NYS DOS                          | Executive Law, Article 42<br>19 NYCRR Part 600<br>6 NYCRR Part 617   | Activities affecting coastal zone management areas.   |
| NYS AG & MKTS                    | Notice of Intent to Undertake an<br>Action within An Agricultural<br>District (Article 25AA of the<br>NYS Agriculture & Markets Law,<br>Section 305(4), 1 NYCRR Part<br>371) | Activities in agricultural districts (including options and easements).   |
| <u>Local</u><br>County DOH       | Water Supply Plans   | Approval of water supply plans.   |
| City/County/Towns                | Highway Permit   | Work within city/county/town highway ROWs.  |

*Attachment II*

**List of Potentially Involved Agencies**

## **List of Potentially Involved Agencies**

### **Federal Agencies**

United States Army Corps of Engineers  
United States Fish & Wildlife Service  
United States Environmental Protection Agency, Region II  
Marine & Wetland Protection Branch  
Environmental Impact Branch  
United States Department of Agriculture  
Soil and Water Conservation District

### **New York State Agencies**

Department of Agriculture and Markets  
Department of Environmental Conservation  
Environmental Facilities Corporation  
Department of Health  
Department of Transportation  
Office of Parks, Recreation and Historic Preservation  
State Thruway Authority  
State Public Service Commission  
Adirondack Park Agency  
Office of the State Comptroller  
Department of State

### **County Agencies**

Appropriate County Officials/Agencies  
(e.g., County Health Department, County Legislature, County Planning Department)

### **Local Agencies**

Appropriate Municipal Officials/Agencies  
(e.g., Town Supervisor, Town Manager, City Planning Office)

*Attachment III*

**CWSRF Environmental Notice Bulletin (ENB)  
Environmental Review Notice Form**

# CWSRF ENB Environmental Review Notice Form

The New York State Environmental Facilities Corporation (EFC) provides this Environmental Notice Bulletin (ENB) Environmental Review Notice Form to Clean Water State Revolving Fund (CWSRF) applicants as an aid. Please do NOT send the notice to EFC.

**PLEASE SEND TO:**

**e-mail: enb@gw.dec.state.ny.us**

or

NYS Department of Environmental Conservation  
Environmental Permits  
625 Broadway  
Albany, New York 12233-1750

**Deadline: Notices must be received by 6 p.m. Wednesday to appear in the following Wednesday's ENB.**

Please check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Negative Declaration                 | <input type="checkbox"/> Positive Declaration                 |
| <input type="checkbox"/> Draft Environmental Impact Statement | <input type="checkbox"/> With scoping session                 |
| <input type="checkbox"/> With public hearing                  | <input type="checkbox"/> Final Environmental Impact Statement |
| <input type="checkbox"/> Generic                              | <input type="checkbox"/> Generic                              |
| <input type="checkbox"/> Supplemental                         | <input type="checkbox"/> Supplemental                         |

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DEC Region # \_\_\_\_\_ County: \_\_\_\_\_

Lead Agency (name of CWSRF Applicant): \_\_\_\_\_

Project Title: \_\_\_\_\_

CWSRF Project # \_\_\_\_\_

Brief Description (see following page for suggested descriptions). This action involves:

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For Draft EIS - Public Comment Period ends: \_\_\_\_\_

For Public Hearing or Scoping Session - Date and Time: \_\_\_\_\_

Location: \_\_\_\_\_

Project Location

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_, NY Zip \_\_\_\_\_

SEQR Contact Person:

Name \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_, NY Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

# CWSRF

Suggested language for CWSRF project descriptions  
for ENB Environmental Review Notice Form

## **For Draft Environmental Impact Statement and Public Hearing**

The [Name of Applicant], as lead agency has accepted a draft Environmental Impact Statement on the proposed [CWSRF Project Name & #]. The action involves the [Project Description].

## **For Final Environmental Impact Statement**

The [Name of Applicant], as lead agency has accepted a final Environmental Impact Statement on the proposed [CWSRF Project Name & #].

## **For Adirondack Park Agency Completed Application**

In addition to name of applicant, please include “and Adirondack Park Agency, PO Box 99, Route 86, Ray Brook, NY 12977.”

## **For Project Description**

Briefly describe the CWSRF project. The following are examples:

“This project involves construction of a wastewater treatment plant serving the X, Y, and Z communities.”

“This project involves dredging the lake sediment to restore lake depth; installation of slope stabilization measures such as strips of buffer vegetation, and restoration of native lake vegetation; and purchase of a lake weed harvester.”

“This project involves construction of leachate and gas collection and treatment and construction of the final landfill closure components for the XYZ Municipal Landfill.”

*Attachment IV*

**Office of Parks, Recreation & Historic Preservation  
Project Review Cover Form**



**PROJECT REVIEW COVER FORM** Rev. 5-05

*Please complete this form and attach it to the top of any and all information submitted to this office for review.  
 Accurate and complete forms will assist this office in the timely processing and response to your request.*

This information relates to a previously submitted project.

**PROJECT NUMBER** \_\_\_ PR \_\_\_

**COUNTY** \_\_\_\_\_

If you have checked this box and noted the previous Project Review (PR) number assigned by this office you do not need to continue unless any of the required information below has changed.

**2. This is a new project.**

If you have checked this box you will need to complete ALL of the following information.

**Project Name** \_\_\_\_\_

**Location** \_\_\_\_\_  
 You MUST include street number, street name and/or County, State or Interstate route number if applicable

**City/Town/Village** \_\_\_\_\_  
 List the correct municipality in which your project is being undertaken. If in a hamlet you must also provide the name of the town.

**County** \_\_\_\_\_  
 If your undertaking\* covers multiple communities/counties please attach a list defining all municipalities/counties included.

**TYPE OF REVIEW REQUIRED/REQUESTED** (Please answer both questions)

**A. Does this action involve a permit approval or funding, now or ultimately from any other governmental agency?**

No  Yes

If Yes, list agency name(s) and permit(s)/approval(s)

| Agency involved | Type of permit/approval | State                    | Federal                  |
|-----------------|-------------------------|--------------------------|--------------------------|
| _____           | _____                   | <input type="checkbox"/> | <input type="checkbox"/> |
| _____           | _____                   | <input type="checkbox"/> | <input type="checkbox"/> |
| _____           | _____                   | <input type="checkbox"/> | <input type="checkbox"/> |

**B. Have you consulted the NYSHPO web site at [\\*\\*http://nysparks.state.ny.us](http://nysparks.state.ny.us) to determine the preliminary presence or absence of previously identified cultural resources within or adjacent to the project area? If yes:**

Yes  No

**Was the project site wholly or partially included within an identified archeologically sensitive area?**  Yes  No

**Does the project site involve or is it substantially contiguous to a property listed or recommended for listing in the NY State or National Registers of Historic Places?**  Yes  No

|                                   |                         |                     |                  |
|-----------------------------------|-------------------------|---------------------|------------------|
| <b>CONTACT PERSON FOR PROJECT</b> |                         |                     |                  |
| <b>Name</b> _____                 | <b>Title</b> _____      |                     |                  |
| <b>Firm/Agency</b> _____          |                         |                     |                  |
| <b>Address</b> _____              | <b>City</b> _____       | <b>STATE</b> _____  | <b>Zip</b> _____ |
| <b>Phone</b> (____) _____         | <b>Fax</b> (____) _____ | <b>E-Mail</b> _____ |                  |

**\*\*<http://nysparks.state.ny.us> then select HISTORIC PRESERVATION then select On Line Resources**

## The Historic Preservation Review Process in New York State

In order to insure that historic preservation is carefully considered in publicly-funded or permitted undertakings\*, there are laws at each level of government that require projects to be reviewed for their potential impact/effect on historic properties. At the federal level, Section 106 of the National Historic Preservation Act of 1966 (NHPA) directs the review of federally funded, licensed or permitted projects. At the state level, Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 performs a comparable function. Local environmental review for municipalities is carried out under the State Environmental Quality Review Act (SEQRA) of 1978. regulations on line at:

<http://nysparks.state.ny.us> then select **HISTORIC PRESERVATION** then select **Environmental Review**

Project review is conducted in two stages. First, the Field Services Bureau assesses affected properties to determine whether or not they are listed or eligible for listing in the New York State or National Registers of Historic Places. If so, it is deemed "historic" and worthy of protection and the second stage of review is undertaken. The project is reviewed to evaluate its impact on the properties significant materials and character. Where adverse effects are identified, alternatives are explored to avoid, or reduce project impacts; where this is unsuccessful, mitigation measures are developed and formal agreement documents are prepared stipulating these measures.

### ALL PROJECTS SUBMITTED FOR REVIEW SHOULD INCLUDE THE FOLLOWING MATERIAL(S).

**Project Description**

Attach a full description of the nature and extent of the work to be undertaken as part of this project. Relevant portions of the project applications or environmental statements may be submitted.

**Maps Locating Project**

Include a map locating the project in the community. The map must clearly show street and road names surrounding the project area as well as the location of all portions of the project. Appropriate maps include tax maps, Sanborn Insurance maps, and/or USGS quadrangle maps.

**Photographs**

Photographs may be black and white prints, color prints, or color laser/photo copies; standard (black and white) photocopies are NOT acceptable.

*-If the project involves rehabilitation, include photographs of the building(s) involved. Label each exterior view to a site map and label all interior views.*

*-If the project involves new construction, include photographs of the surrounding area looking out from the project site. Include photographs of any buildings (more than 50 years old) that are located on the project property or on adjoining property.*

**NOTE: Projects submissions will not be accepted via facsimile or e-mail.**

\***Undertaking** is defined as an agency's purchase, lease or sale of a property, assistance through grants, loans or guarantees, issuing of licenses, permits or approvals, and work performed pursuant to delegation or mandate.

*Attachment V*

**List of DEC Regional RPA Contacts**

## Regional DEC Permit Administrators

| Region            | Counties   | Regional Permit Administrator   |
|-------------------|--|---|
| 1                 | Nassau & Suffolk<br>FAX: 631-444-0360  | Roger Evans<br>(Desk: 631-444-0359)<br>NYSDEC<br>50 Circle Rd<br>SUNY @ Stony Brook<br>Stony Brook, NY 11790-3409<br>631-444-0365<br>631-444-0355 (Duty Analyst-M,W&F only) |
| 2                 | New York City, (Boroughs of Manhattan, Brooklyn, Bronx, Queens & Staten Island)<br>FAX: 718-482-4975 | John Cryan<br>(Desk: 718-482-4976)<br>NYSDEC<br>One Hunters Point Plaza<br>47-40 21st St.<br>Long Island City, NY 11101-5407<br>718-482-4997                                |
| 3                 | Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster & Westchester<br>FAX: 845-255-3042              | Alec Ciesluk (Acting)<br>(Desk: 845-256-3059)<br>NYSDEC<br>21 South Putt Corners Rd.<br>New Paltz, NY 12561-1696<br>845-256-3054  |
| 4                 | Albany, Columbia, Greene, Montgomery, Rensselaer & Schenectady<br>FAX: 518-357-2460                  | William Clarke<br>(Desk: 518-357-2455)<br>NYSDEC<br>1130 North Westcott Rd.<br>Schenectady, NY 12306-2014<br>518-357-2069   |
| 4<br>(sub-office) | Delaware, Otsego & Schoharie<br>FAX: 607-652-2342  | Kent Sanders*<br>NYSDEC<br>65561 State Highway –<br>Route 10<br>HCR #1, Box 3A<br>Stamford, NY 12167-9503<br>607-652-7741   |
| 5                 | Clinton, Essex, Franklin & Hamilton<br>FAX: 518-897-1394   | Mike McMurray<br>(Desk: 518-897-1233)<br>NYSDEC<br>Route 86, P.O. Box 296<br>Ray Brook, NY 12977-0296<br>518-897-1234   |
| 5<br>(sub-office) | Fulton, Saratoga, Warren & Washington<br>FAX: 518-623-3603   | Mike McMurray<br>NYSDEC<br>P.O. Box 220<br>232 Golf Course Rd.<br>Warrensburg, NY 12885-0220<br>518-623-1281  |

|                   |   |  |
|-------------------|---|--|
| 6                 | Jefferson, Lewis & St. Lawrence<br>FAX: 315-785-2242  | Larry Ambeau<br>NYSDEC<br>State Office Bldg.<br>317 Washington St.<br>Watertown, NY 13601-3787<br>315-785-2245 or 2246                       |
| 6<br>(sub-office) | Herkimer & Oneida<br>FAX: 315-793-2748  | Patrick Clearey*<br>(Desk: 315-793-2558)<br>NYSDEC<br>State Office Building<br>207 Genesee St.<br>Utica, NY 13501-3787<br>315-793-2555       |
| 7                 | Cayuga, Madison, Onondaga & Oswego<br>FAX: 315-426-7425   | Joanne March*<br>(Desk: 315-426-7440)<br>NYSDEC<br>615 Erie Blvd. West<br>(Env. Permits Room 206)<br>Syracuse, NY 13204-2400<br>315-426-7438 |
| 7<br>(sub-office) | Broome, Chenango, Cortland, Tioga & Tompkins<br>FAX: 607-753-8532   | Michael Barylski<br>NYSDEC<br>1285 Fisher Ave.<br>Cortland, NY 13045-1090<br>607-753-3095 ext. 233   |
| 8                 | Chemung, Genesee, Livingston, Monroe,<br>Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne<br>& Yates<br>FAX: 585-226-2830 | Peter Lent<br>(Desk: 585-226-5390)<br>NYSDEC<br>6274 East Avon Lima Rd.<br>Avon, NY 14414-9519<br>585-226-5400                               |
| 9                 | Erie, Niagara & Wyoming<br>FAX: 716-851-7168  | Steve Doleski<br>NYSDEC<br>270 Michigan Ave.<br>Buffalo, NY 14203-2999<br>716-851-7165   |
| 9<br>(sub-office) | Allegany, Cattaraugus, & Chautauqua<br>FAX: 716-372-2113  | Charles Cranston*<br>NYSDEC<br>Suite 3, 182 East Union<br>Allegany, NY 14706-1328<br>716-372-0645  |

\*Deputy Regional Permit Administrator (List Updated 12/2/09)