

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BROWNFIELD CLEANUP PROGRAM
PRE-APPLICATION WORKSHEET**

The information to be provided on this worksheet is intended to guide discussions in the pre-application meeting and assist in preparing a complete Brownfield Cleanup Program (BCP) application form. This information will also be useful in identifying potential eligibility issues and in defining which portion(s) of the property may be eligible for acceptance in the BCP. Use of this worksheet is not mandatory but is recommended to help ensure submittal of a complete application, and to allow potential eligibility issues to be brought to light early in the application review process.

Please be aware that there is a \$50,000.00 non-refundable fee required to be submitted with the BCP Agreement upon acceptance into the program.

APPLICANT NAME(S) [to appear on page 5 of application form]
SITE NAME [to appear on page 1 of application form]

Provide the following information for each parcel which is proposed to be included in the BCP.
Use one copy of this form for each separate parcel. Attach additional sheets if necessary.

<p>1. Tax ID: Section _____ Block _____ Lot _____</p> <p>Does the boundary of the proposed site correspond with the tax parcel boundary (Y/N)? _____</p>
<p>2. What is the total size of the parcel (in acres)? _____</p> <p>If applicable, what is the linear distance of water frontage? _____ feet</p> <p>Is any portion of the parcel considered lands under water (Y/N)? _____</p>
<p>3. What portion of the parcel is known to be or suspected to have been impacted by contamination (acres)? _____</p> <p>Phase I complete (Y/N)? _____ Phase II complete (Y/N)? _____</p>
<p>4. Describe the current use of the parcel (e.g., open space, vacant lot, buildings [abandoned or in-use], industrial, commercial, residential):</p>
<p>5. Does the applicant currently own the property (Y/N)? _____</p> <p>If yes, how long has the applicant owned the property? _____</p> <p>If no, will the applicant be able to place an environmental easement on the site, if necessary (Y/N)? _____</p> <p><i>NOTE: proof of site access prior to and throughout the remediation process, including the ability to place an environmental easement on the site (should one be necessary following remediation), is required to be submitted with the application form.</i></p>

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BROWNFIELD CLEANUP PROGRAM
PRE-APPLICATION WORKSHEET**

<p>6. Describe past use(s) of the parcel (e.g., undeveloped, residential, dry cleaner, auto repair):</p>
<p>7. List known or suspected source(s) of contamination (e.g., leaking underground storage tank, spill of industrial waste, floor drain, septic system, landfill, storage of pesticides or hazardous substances, former manufactured gas plant, buried incinerator ash):</p>
<p>8. Type of contamination (check all that apply):</p> <p> <input type="checkbox"/> volatile organic compounds related to petroleum (BTEX) <input type="checkbox"/> volatile organic contaminants / chlorinated solvents <input type="checkbox"/> polycyclic aromatic hydrocarbons (PAHs) <input type="checkbox"/> PCBs <input type="checkbox"/> pesticides <input type="checkbox"/> toxic metals (specify: _____) <input type="checkbox"/> PFAS <input type="checkbox"/> 1,4-dioxane <input type="checkbox"/> other (specify: _____) </p>
<p>9. Impacted or potentially impacted media (check all that apply):</p> <p> <input type="checkbox"/> soil <input type="checkbox"/> sediment <input type="checkbox"/> surface water <input type="checkbox"/> groundwater <input type="checkbox"/> private water supply <input type="checkbox"/> public water supply <input type="checkbox"/> soil gas <input type="checkbox"/> indoor air <input type="checkbox"/> other (specify: _____) </p>
<p>10. Provide all related DEC Spill Numbers, if applicable:</p>
<p>11. Has the parcel ever been subject to a Consent Order or other enforcement action (Y/N)? _____ If yes, provide additional information:</p>

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BROWNFIELD CLEANUP PROGRAM
PRE-APPLICATION WORKSHEET**

<p>12. Have environmental quality standards/guidance values been exceeded (Y/N/unknown)? _____ If yes, provide the following information [attach additional sheets as necessary]:</p>				
Sample Matrix	Sample Date	Parameter Concentration	Standard or Guidance Value	Data Source (e.g., Phase II Report, sampling by applicant, other)
<p>13. At what stage will the project be entering the BCP? _____ Investigation _____ Remediation</p> <p>Is an Interim Remedial Measure (IRM) planned (Y/N)? _____</p>				
<p>14. Can the proposed environmental consultant or consultant team provide professional engineering services in compliance with Article 145 of New York State Education Law (Y/N)? _____</p> <p><i>NOTE: Both an individual and the firm must be authorized to provide engineering services in New York State and may only certify work that was done by them or by those under their direct supervision.</i></p>				
<p>15. Describe the nature and scope of the proposed redevelopment project or anticipated future use of the site after remediation. Include the types of uses (e.g., residential, office, retail, industrial, parking, open space, etc.):</p>				
<p>16. Is the anticipated future use consistent with the current zoning, or is a zoning change anticipated? Please describe:</p>				

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BROWNFIELD CLEANUP PROGRAM
PRE-APPLICATION WORKSHEET**

17. Are there any other facts or circumstances that may affect: (1) the applicant's status as a volunteer or participant; or, (2) the site's eligibility? Please describe:

18. What appropriate care have you exercised with respect to the hazardous waste found at the facility by taking reasonable steps to: i) stop any continuing discharge; ii) prevent any threatened future release; and iii) prevent or limit human, environmental, or natural resource exposure to any previously released hazardous waste?

19. For projects located in New York City:

Will the applicant be seeking a determination of the eligibility of tangible property tax credits (Y/N)? _____
If yes, by which gateway?

_____ Affordable housing

_____ At least 50% of the site area located in an En-zone

_____ Underutilized*

_____ Upside down

_____ Planned renewable energy facility site

_____ Located within a disadvantaged community, within a Brownfield Opportunity Area (BOA), conforming to the BOA standards

**Sites seeking eligibility under the underutilized category must contain appropriate documentation at the time of application. All other gateways may be sought at any time prior to issuance of the Certificate of Completion.*

Please see the following page for the most common BCP application deficiencies.

Name and Title of Person Completing Worksheet

Signature

Date

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BROWNFIELD CLEANUP PROGRAM
PRE-APPLICATION WORKSHEET**

Common Deficiencies in Brownfield Cleanup Applications

The following items are often missing or incorrectly completed:

1. The NYS Department of State print out of entity information is not included or it does not match the requestor name on the application.
2. Requestor relationship to property is not indicated or the Proof of Site Access is not provided.
3. The site is not properly identified:
 - a. tax map is not provided;
 - b. section block and lot numbers are not provided or are illegible;
 - c. when the proposed BCP site boundary does not correspond to the tax map parcel, a site map and description is not provided to show where the BCP site is within the tax map parcel.
4. Direct answers to questions (e.g., current property owner/operator, purpose and scope of project) are not provided. A reference to a voluminous report which does not clearly and readily answer the questions is not responsive.
5. When a report (e.g., Phase 1 ESA or Final RI) is provided to document the environmental history of the site, the preparation standard for the report (e.g., ASTM International Standard E1527) is missing.
6. The list of previous owners/operators does not identify whether the entity was an owner or operator and/or does not indicate the requestor's relationship to each owner/operator.
7. Contact List Information:
 - a. list not provided or is missing the names and/or addresses of one or more contacts;
 - b. the document repository has not been verified (i.e., an acknowledgement letter has not been provided) and/or no address is provided.
8. Land Use Factor questions are left blank and/or without an attachment for questions requiring a written description.
9. Signature Page:
 - a. only the applicant (requestor) may sign the application. If the requestor is a corporation or LLC, an authorized individual can sign the application;
 - b. the signature page must include an original signature, not a copy.
10. Copies are incomplete versions of the original:
 - a. no electronic copy is provided;
 - b. when an electronic copy is provided, it does not have all the attachments (e.g. tax map not provided, site map does not meet the application requirements);
 - c. the signature page of the application on the electronic copy, if provided, is often not signed and dated;
 - d. the electronic copy has not been compiled as one document.