

New York State Department of Environmental Conservation
Brownfield Cleanup Program
Pre-Application Worksheet

The information to be provided on this work sheet 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 portions of the property may be eligible for acceptance in the BCP. Use of this work sheet is not mandatory, but is recommended to help ensure submittal of a complete application, and that potential eligibility issues are brought to light early in the application review process.

Applicant Name(s) (to appear on page 1 of BCP application):
Site Name (to appear on page 2 of BCP application):

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 needed:

1. Tax ID(s) (Section/Block/Lot): Is the site a full tax parcel? (Y/N) _____
2. What is the size of the parcel ? (indicate whether in acres or square feet) _____ If applicable, what is the linear distance of water frontage? _____ feet Is any portion of the property considered lands under water? _____
3. What portion of the parcel is known or suspected to have been impacted by contamination ? (indicate whether in acres or square feet) _____ Phase I complete (Y/N)_____ Phase II complete (Y/N)_____
4. Describe the current use of the parcel (e.g., open space, vacant lot, buildings abandoned or in-use, industrial, commercial, residential):
5. Do you currently own the property? _____ How long have you owned the property? _____
<u>If not:</u> Will you have the ability to place an environmental easement, if necessary? _____

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You will need to submit proof of access during the BCP project with the application

6. Describe past uses (e.g., undeveloped, residential, dry cleaner, auto repair):

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):

8. Type of contamination (check all which apply):

volatile organic compounds related to petroleum (BTEX);

volatile organic contaminants/chlorinated solvents;

polycyclic aromatic hydrocarbons;

PCBs;

pesticides;

toxic metals - specify: _____;

other - specify: _____

9. Impacted or potentially impacted media (check all that apply): soil; sediment;

surface water; groundwater; private water supply; public water supply;

soil gas; indoor air;

other - specify: _____

10. Provide DEC Spill Number(s), if applicable:

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11. Has the site ever been subject to a Consent Order or other enforcement action (Y/N)_____

If yes, provide details:

12. Have environmental quality standards/guidance values been exceeded ? ___ Yes ___ No
___ Unknown. If yes, provide the following information (add additional lines/sheets, if needed):

Sample Matrix	Sample Date	Parameter Concentration	Standard or Guidance Value ¹	Data Sources (e.g. Phase II report, sampling by applicant, other)

¹Soil data should be compared to the Soil Cleanup Objective (SCO) for the reasonably anticipated land use of the site

13. Is the project entering the BCP at the Investigation _____ or Remediation _____ phase?

Is an Interim Remedial Measure (IRM) planned? _____

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14. Can the proposed environmental consultant or consultant team provide professional engineering services in compliance with Article 145 of New York State Education Law? 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.

15. Describe the nature and scope of the proposed re-development 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.).

16. Is the anticipated future use consistent with current zoning, or is a zoning change anticipated?

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?

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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 you 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 area in an En-Zone _____
Underutilized* _____
Upside down _____

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

Please note the most common BCP application deficiencies:

- NYS Dept of State print out of entity information not included or does not match Requestor's name
- Requestor's relationship to property not indicated and/or proof of site access not provided
- Tax Map is not included and/or section, block and lot numbers are not provided or are illegible
- Site Map indicating proposed BCP boundaries is not clear or is not included
- Purpose and Scope of Project narrative is vague or reference is made to a voluminous report
- Estimated Project Schedule does not state what tasks will be done and when
- Environmental reports provided but preparation standard is missing
- Land Use Factor questions blank and/or no attachment provided for required written responses
- Signature page 6 is signed and dated incorrectly or not at all, or is a copy instead of original

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- Contact List information is incomplete and/or no acknowledgment letter from document repository
- Previous owner and previous operator are not separately identified or relationship to requestor is not noted
- Electronic copy (cd) is not a complete, identical copy of the paper copy submitted and/or is not compiled as one document

Name and Title of Person Completing Worksheet

Signature

Date