



## ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) HOW TO GUIDE

Please email at: [Businessunit@tlc.nyc.gov](mailto:Businessunit@tlc.nyc.gov) to schedule an appointment to submit your application and supporting documents. Completed application, required documentation and fees can be submitted in person at: 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc) or contact our Call Center 718-391-5501.

### What is an Environmental Assessment Statement (EAS) & Who Needs One Anyway?

<b>Who?</b>	The EAS is required if you are establishing a <b>new</b> Livery Base Station or <b>relocating</b> an existing one. An EAS is not required for other changes such as ownership changes.
<b>What?</b>	The EAS is a three-part report that must be submitted to the NYC TLC as part of the standard application process for <b>new</b> and <b>relocating</b> Livery base stations.
<b>Why?</b>	To evaluate the potential impact of a new or relocating Livery base station and/or its Off Street Parking (OSP) facility on the local environment/ community, as per the guidelines set out in the New York City Environmental Quality Review Rules of Procedure.
<b>When do you Submit an EAS?</b>	The EAS must be submitted together with the completed application packet for a <b>new</b> or <b>relocating</b> base station.
<b>Where?</b>	The Rules and regulations that govern the CEQR process can be found in the Rules of the City of New York (RCNY), Title 62, Chapter 5 with provisions of Executive Order No. 91 published as an Appendix and also in Title 43, Chapter 6 of the Rules of the City of New York. These rules and the <b>revised</b> CEQR Technical Manual may be accessed via the Mayor’s Office of Environmental Coordination’s website at: <a href="http://www.nyc.gov/html/oec/html/home/home.shtml">http://www.nyc.gov/html/oec/html/home/home.shtml</a> .
<b>How?</b>	The EAS Short Form can be downloaded from the Office of Environmental Coordination’s web site as a fillable PDF document. The base owner or an authorized representative must prepare and sign the EAS, following the guidelines herein and reference should be made to the web sites and manuals/charts listed in this guide. After the applicant has completed the EAS, the document must be submitted to the TLC electronically at <a href="mailto:businessunit@tlc.nyc.gov">businessunit@tlc.nyc.gov</a> AND in hard copy to 31-00 47 <sup>th</sup> Avenue, 3 <sup>rd</sup> Floor, Long Island City, N.Y. 11101, Attn: Ms. Nelly Rodriguez-Business Unit.
<b>How does the TLC Use the EAS?</b>	Based on the information presented in the EAS, the TLC decides if the proposed base station location and/or the proposed off-street parking location will or will not have an effect on the environment.  A negative declaration is prepared when the lead agency (TLC) determines that there <b>will not be a significant</b> impact on the environment.  A positive declaration is prepared when there <b>is a potential significant</b> impact on the environment.

	<p>If a base station location and/or the proposed off-street parking location is issued a positive declaration by the TLC, the applicant may not be awarded a license to operate at the proposed location, without the applicant attempting to fix the problem by making significant changes. The NYC Office of Environmental Coordination provides a <a href="#">CEQR Technical Manual</a>, which is the City of New York’s guidance document that assists individuals in conducting an environmental review of projects in the City. The manual summarizes CEQR procedures and provides guidance on all the substantive areas of analysis usually undertaken during environmental review. It is available online at the New York City Office of Environmental Coordination at <a href="http://nyc.gov/OEC">nyc.gov/OEC</a>.</p>
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**Before you begin... This is some of the basic information that you will need to obtain to complete the report.**

<b>Part I General Information</b>	<ul style="list-style-type: none"> <li>- The name and direct phone number of the base owner/manager</li> <li>- The name and direct phone number of the EAS preparer</li> <li>- Dimensions in square footage of your base office, off-street parking facility</li> <li>- Maps showing the base and OSP locations.</li> <li>- Tax block and lot numbers for both the base and OSP and, zoning map numbers.</li> <li>- Number of employees anticipated to be working at the base office at any given time and the anticipated hours of operation</li> <li>- Community board that serves the base and the off-street parking neighborhood/s</li> </ul>
<b>Part II Site &amp; Action Description</b>	<ul style="list-style-type: none"> <li>- Number of parking spaces that the car service is entitled to use.</li> <li>- Watershed Revitalization Program boundaries</li> <li>- Buildings &amp; areas designated for historical &amp; cultural preservation</li> <li>- Jamaica Bay Watershed area boundaries</li> <li>- Number of employees working at the base station at any given time</li> <li>- Number of employees working at the off-street parking site at any given time</li> <li>- Number of vehicles affiliated with the base</li> </ul>
<b>Things to Note!</b>	<p>Signature pages of the EAS must be submitted with <u>original signatures</u> of the applicant or the applicant’s designated representative. This means that when an EAS is submitted via email the applicant must submit the signature pages either through the regular mail OR by Courier to the TLC offices. The EAS itself can either be mailed through the regular mail, emailed (as long as the official EAS form is used) or delivered by Courier to the TLC office at Long Island City.</p>

# HOW TO ANSWER THE QUESTIONS

## **PART I. GENERAL INFORMATION**

1. TYPE I THRESHOLD – check ‘No’.
2. PROJECT NAME – Name of the proposal – Name of the car service.
3. REFERENCE NUMBERS - Leave Blank, to be assigned by Lead Agency
- 4a. LEAD AGENCY INFORMATION  
Lead Agency: TLC  
Lead Contact: Nelly Rodriguez  
Lead Contact’s Address:  
31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Long Island City, N.Y. 11101  
Email: [businessunit@tlc.nyc.gov](mailto:businessunit@tlc.nyc.gov)
- 4b. APPLICANT INFORMATION  
Provide the name and **current** address of the company/corporation or car service and the name/s, DIRECT PHONE NUMBER/S, and EMAIL/S/ of the company OWNER OR MANAGER AND any REPRESENTATIVE that’s been designated by the owner to prepare the EAS.
5. PROJECT DESCRIPTION  
Indicate whether the application is to establish a new base station or relocate an existing one. **If it is a relocation, indicate whether or not it is the base or the OSP or both that are relocating. An EAS must be submitted even when it is only the base office OR the OSP location that is relocating.** Provide the proposed street address (for base and OSP), and the names of the surrounding streets.
- 6a/b. PROJECT LOCATION (single site and multiple sites): You may use the single site spaces to enter the information for both the dispatch office and the off-street parking sites. PROVIDE THE:
  - street addresses;
  - block and lot numbers;
  - zoning district/s;
  - zoning sectional map numbers/s;
  - community board number/s;
  - borough
7. REQUIRED ACTIONS OR APPROVALS  
  
City Planning Commission check ‘No’  
Board of Standards & Appeals check ‘No’  
Department of Environmental Protection check ‘No’  
Other City Approvals check ‘Other’ and enter ‘TLC livery base license is required to operate a car service’.  
State or Federal Actions/Approvals/Funding check ‘No’

8. SITE DESCRIPTION – Check off boxes for zoning and sanborn or other land use map.

On each map, clearly mark off the specific locations for **both the proposed base station and the proposed off-street parking locations**. For the zoning map: draw a circle around the site(s) to indicate a 400-foot radius from the outer boundaries of the project site(s). **See the EAS Glossary for more detailed descriptions regarding the required maps.**

**Where can I find these maps?** Land use maps can be accessed and acquired via the following web sites: propertyshark.com, oasisnyc.net, or the New York City Department of Buildings' web site, at nyc.gov. Zoning maps can be found via the New York City Department of City Planning's web site at nyc.gov. Tax or property maps can be acquired via Oasisnyc.net or the New York City Department of Finance's web site at nyc.gov. Note: Some maps, such as the ones found on [www.oasisnyc.net](http://www.oasisnyc.net), if properly manipulated, will show block and lot numbers in addition to land use information. If you submit a map that includes land use information AND block and lot numbers for your location(s), you may be able to fulfill the map requirement with one or two less maps.

Hints: [www.oasisnyc.net](http://www.oasisnyc.net)'s land use maps are color coded and need to be submitted to TLC in color. The color key must be submitted as well. The zoning and property (block and lot numbers) maps are always in black and white. **All maps should have legible street names on them.**

PHYSICAL SETTING (still Question No. 8) Only enter the square footages of the dispatch office and then of the off-street parking facility (approximate the number of spaces in the lease agreement); The rest are N/A.

Enter the square footage of the dispatch office for TOTALLY DIRECTLY AFFECTED AREA; Enter N/A for this section.

9. PHYSICAL DIMENSIONS AND SCALE OF PROJECT

Enter the square footage of the dispatch office and the square footage of the off-street parking spaces to be leased. Mark the next two boxes 'No'. Leave the additional questions about 'subsurface disturbance' blank. Under DESCRIPTION OF PROPOSED USES fill in the square footages of the base and off-street parking facilities (SIZE) in the appropriate columns; fill in 'office' on bottom row in the appropriate column. Base offices will most likely be in a commercial building or space.

Check 'yes' for increase of INCREASE OF ON-SITE WORKERS and enter the number of workers that are anticipated to be present at the base station/dispatch office at any given time.

State below this that X number of dispatch office employees are necessary to efficiently operate the livery service.

Check 'No' regarding the project's creation of NEW OPEN SPACE.

PROJECTED OPERATIONAL SOLID WASTE GENERATION – multiply 9 (lbs.) by the number of workers that are anticipated to be present at any given time at the dispatch office and enter that as the SWG in pounds per week. State that the OSP is an open space and will be unattended or, if attended enter the number of employees anticipated to be present and multiply by 9.

PROJECTED ANNUAL ENERGY USAGE – multiply 216,000 (BTU per square footage for a space inside a commercial building) by the square footage of the dispatch office and enter the annual BTU's.

Check 'No' for NO-ACTION SCENARIO.

10. ANALYSIS YEAR – Enter this year and check 'yes' for SINGLE PHASE IMPLEMENTATION. Enter N/A for all else in this section.

11. PREDOMINANT LAND USE IN VICINITY OF PROJECT – Check the land use map for this answer.

## **PART II – TECHNICAL ANALYSIS – 19 SHORT ANSWER QUESTIONS**

**Nearly every question in this section should be marked ‘No’ or N/A (Questions 10(f) Infrastructure, 15(b) Greenhouse Gas Emissions are N/A). However, the following questions must either be answered ‘Yes’, with further explanation attached or must be given more careful consideration before answering.**

**QUESTION NO. 16 – NOISE** – For RELOCATIONS WHERE ONLY THE BASE IS MOVING, you may check ‘No’ and move onto the next question. Otherwise, you must CHECK ‘YES’ and PROVIDE an EXPLANATION; you may USE THE FOLLOWING STATEMENTS in your explanation if they apply:

No sensitive noise receptors are located near the OSP (use this statement if it applies to your OSP, the OSP being in a manufacturing, industrial area). Sensitive receptors would be residential homes and similar.

According to the guidelines provided in CEQR Manual, CH. 19, no potential exists for the project to generate a significant noise impact at a receptor; nor is their potential for the project to be significantly affected by high ambient noise levels.

If OSP is located near residents you might use the following:

(Although there is some residential housing nearby/in the vicinity), noise levels are not expected to approach anywhere near the CEQR noise thresholds (human sensitivity range of 200Hz – 10Kz).

The vehicles entering and exiting the off-street parking facility would be moving slowly and a vehicle operated at a speed below 30 miles per hour is expected to generate mostly low frequency engine noise, as per Chapter 19 CEQR Manual. In addition, it is not anticipated that drivers would spend any length of time at the off-street parking facility, as they are expected to spend most of their time in transit.

**QUESTION 13 – TRANSPORTATION** – For RELOCATIONS WHERE ONLY THE BASE IS MOVING, you may check ‘No’ and move onto the next question. For RELOCATIONS whose OFF-STREET PARKING IS MOVING but the base WILL BE LEASING 25 PARKING SPACES OR LESS, you may check ‘No’ and move onto the next question. For NEW and RELOCATING BASE APPLICANTS who will BE LEASING MORE THAN 25 PARKING SPACES YOU MUST CHECK ‘YES’ for **questions 13(a) and 13(b)(1)** and provide FURTHER EXPLANATION. (Questions 13 (b)(2) & 13(b)(3) will be ‘No’) If you need to provide further explanation you may use the following statements if they apply:

Although the base intends to lease more than 25 parking spaces (fill in the number of spaces to be leased here) in their designated off-street parking location, possibly tripping the CEQR-set threshold of 50 new trips during a peak hour on the nearby streets, it is highly unlikely that this would actually occur and that the project would cause a negative impact in the area because:

- a) The base’s cars are not expected to return to the OSP lot within an hour after they’ve left, especially during a peak hour, because it is anticipated that they will be most often dispatched (via radio) while they are en route to and from pick-ups and drop-offs.
- b) It is highly improbable that all of the base’s affiliated vehicles (state # of vehicles) would leave the off-street parking facility within any single hour and that all of them would return to the off-street parking location within that same hour.
- c) In addition, if the base has only 10-15 affiliated vehicles, it may be added that: Due to the relatively small number of vehicles affiliated with the base (state # of vehicles), the probability that a negative impact on traffic and parking (in the vicinity of the off-street parking facility) would occur diminishes even further.

Considering the above factors, no transportation analysis is necessary.

**How to calculate the maximum # of peak hour trips that could be a result of the project. (Ref. CEQR Manual, CH. 16, 313.1 Traffic, Table 16-3, PCEs.)**

Multiply the maximum # of parking spaces that the car service will be entitled to use and multiply that # by 2.). Although the PCE (passenger car equivalent) # is 1 for a taxi/for-hire vehicle, the parking spaces are multiplied by 2, to take the round trip into account. In conclusion, it should be stated that the base is expected to generate (# parking spaces x 2) of trips in a worst case scenario during a peak traffic flow hour, falling under the CEQR-set maximum threshold of 50 new trips.

Other questions that must be considered more carefully are:

- LAND USE, ZONING & PUBLIC POLICY - QUESTION 1c - WATERFRONT REVITALIZATION PROGRAM. Before answering this question, VERIFY if either or both of the locations (Base and/or OSP) are within one of the waterfront revitalization designated areas. Refer to the New York City Department of City Planning's website at <http://www.nyc.gov/DCP> (click on 'NYC Coastal Zone Boundary Maps) to determine if either location falls within the boundaries of the City's Waterfront Revitalization Program. If either property does fall within the boundaries, you must complete a 'Consistency Assessment Form' which is AVAILABLE AS A LINK on the EAS form or on the DCP's Coastal Zone Boundary Map page; complete and attach CAF to the EAS application.
- HISTORIC & CULTURAL RESOURCES – QUESTION 6 - Before answering this question, VERIFY if either or both of the locations (Base and/or OSP) have landmark status. Information can be obtained on the following websites: Landmarks Preservation Commission at [nyc.gov/LPC](http://nyc.gov/LPC); New York Landmarks Conservancy at [nylandmarks.org](http://nylandmarks.org) and/or Historic District Council at [hdc.org](http://hdc.org). The information can also be obtained via the New York City Department of Buildings, at [nyc.gov/DOB](http://nyc.gov/DOB), if an address is **currently** landmarked. In some instances, the prospective landlord of the proposed locations will be aware of the answer. If you answered 'yes' to this question you must provide a brief explanation as to why the project would not significantly impact/ impact the historical/cultural aspect of the vicinity.
- NATURAL RESOURCES – QUESTION 8 – JAMAICA BAY WATERSHED AREA – Before answering this question, VERIFY if either or both of the locations are within the Jamaica Bay Watershed area. If you answered 'yes' to this question you must fill out a [JAMAICA BAY WATERSHED FORM](#) which is a link on the EAS form; answer the questions and attach it to the EAS. The form can also be found at this link: [http://www.nyc.gov/html/oec/downloads/pdf/ceqr/Jamaica\\_Bay\\_Watershed\\_Protection\\_Plan.pdf](http://www.nyc.gov/html/oec/downloads/pdf/ceqr/Jamaica_Bay_Watershed_Protection_Plan.pdf)
- HAZARDOUS MATERIALS – QUESTION 9 – Before answering this question, VERIFY if either or both of the locations are (a) located in a manufacturing area that involved hazardous materials; (e) located on or near a site where there are either existing or previously existing above or underground storage tanks (e.g. gas stations); (f) would involve the renovation of interior existing space on a site with potential compromised air quality, vapor intrusion from on-site or off-site sources, asbestos, PCBs or lead-based paint; (g) on or near a government-listed voluntary cleanup/brownfield site, current or former power generation/transmission facilities, municipal incinerators, coal gasification or gas storage sites, or railroad tracks and rights-of-way.

## Glossary

**Affiliated Driver:** a person who drives for a for-hire vehicle and who is required to be licensed by the Commission.

**Affiliated Vehicle:** a for-hire vehicle other than a black car or a luxury limousine, which a base station is authorized by the Commission to dispatch.

**Applicant:** the owner of the car service.

**Authorized Representative:** A person to whom the base owner has given the authority to complete and/or submit on his behalf. The base owner may have also authorized his representative to provide signatures on the owner's behalf.

**Base Station (B):** The administrative office from where the vehicles are dispatched.

**City Environmental Quality Review (CEQR):** A procedure within the New York City Rules that provides guidelines to New York City agencies as to how to evaluate business/commercial activities within the city with regard to potential effects on the local environment.

**For-Hire Vehicle:** A motor vehicle carrying passengers for-hire in the New York City, with a seating capacity of twenty passengers or less (excluding the driver), with three or more doors, other than a taxicab, coach, wheelchair accessible van, commuter van or an authorized bus operating pursuant to applicable provisions of law, and not permitted to accept street hails from prospective passengers in the street and required to be licensed by the TLC.

**For-Hire Operator's Permit:** A permit issued by the TLC to persons who meet TLC qualifications as for-hire vehicle drivers.

**Land Use Map:** A map that illustrates the different ways in which a property is currently being used. Land use maps are **not** zoning maps and cannot be submitted instead of a zoning map. They are even more specific than the zone map, in that they will show the locations of playgrounds, houses of worship, parking areas, schools, public institutions, and etc. Oasisnyc.net is a website that uses color-codes to illustrate the various land uses on a block-by-block basis. A land use map that is downloaded from the Oasis site needs to be printed and submitted in color, along with the color key which is usually found in the margin of the map page. The Department of City Planning land use maps and Sanborn Maps, are other types of land use maps. These maps are black and white and use a number and letter codes to indicate specifics.

**Livery:** A for-hire vehicle designed to carry fewer than six passengers (excluding the driver) which charges for service on the basis of flat rate, time mileage or zones.

**(Maximum) Peak Hour:** The hour when the heaviest traffic flow of the day usually occurs. There are generally three hours during a typical day that fall into this category: the morning rush hour, which is roughly between 8 and 9 a.m., mid-day rush hour, which is roughly between noon and 1 p.m. and the evening rush hour which is between 5 and 6 p.m.

**Negative Declaration:** A formal one-page document that gets attached to the approved final version/completed of the EAS and contains car service name, address, block and lot numbers. The document states that proposed car service is consistent with the existing land use, zoning, and character of the surrounding community and that use of the leased parking space will not generate significant new trips during peak hours in the project area. The Negative Declaration is signed and dated on the date it's sent out by the lead agency representative (TLC being

the lead in these cases) person who signs off on the EAS. The original EAS and Negative Declaration are sent to be filed at the Office of Environmental Coordination.

**Office of Environmental Coordination (OEC):** A New York City Agency whose primary function is to regulate activities within New York City with regard to (such businesses') their potential environmental impacts.

**Off-Street Parking (OSP):** a location where base-affiliated cars may be parked between shifts or overnight. An OSP can be either a garage or an open parking lot. There is a formal written agreement between the owner of the OSP and the base owner designating that location as the OSP for the car service. OSP needs to be within one-quarter mile from the base office.

**PDF:** A file format that renders files readable when a person wishes to send a document created in one type of software system to a person who uses another type of software system. A typical example of this is a situation where a Macintosh software user creates and sends a file to a Microsoft software user. The file has to be converted to PDF in order to be read by the Microsoft user and vice versa.

**Property Map:** A property map shows the block and lot numbers and the surrounding street names/numbers for the locations. The property map is not a land use map or a zoning map.

**Hint:** Land-use maps that are downloaded from Oasisnyc.net may be used to fulfill both the land-use and property map requirements IF they are manipulated to show the block and lot numbers in addition to the land uses.

**Proposed Base Station:** location to where the base owner wish to move his administrative office/dispatch to.

**Proposed Off-Street Parking Location:** the location to where the base owner wishes to move his OSP.

**Table 30-1 in CEQR Manual** – This table is in chapter 30 of the manual and is the first table. It shows zones, development type. Use this chart as a reference in completing the traffic and parking section (section O.) of the technical analysis (part III) of the EAS.

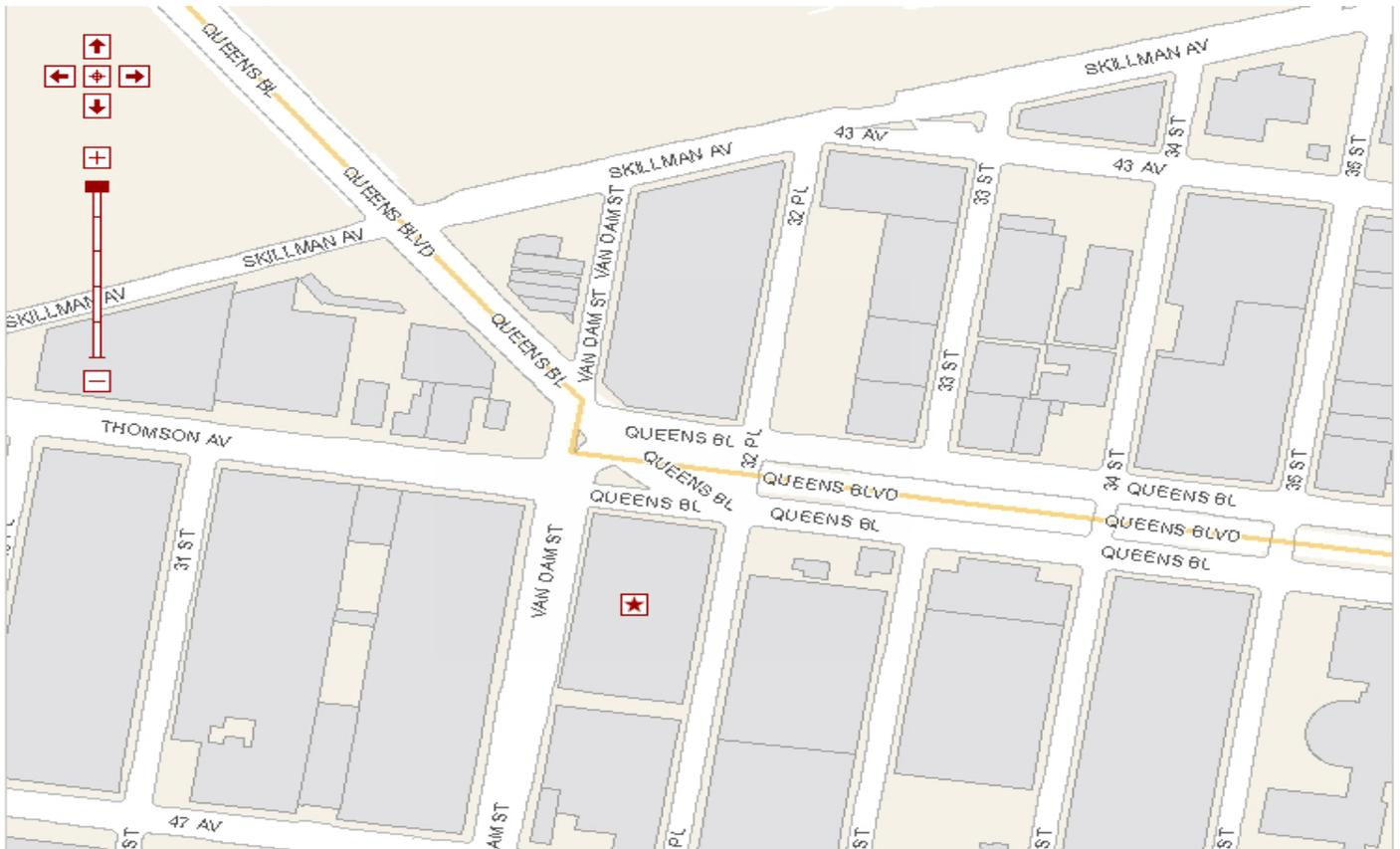
**Table 30-2 in CEQR Manual** – This table is in chapter 30 of the manual (on same page as table 30-1) and shows passenger car equivalents. Use this chart as a reference in completing the traffic and parking section (section O.) of the technical analysis (part III) of the EAS.

**Word:** A computer software program most often used for creating text files.

**Zoning Map:** Zoning maps show the ways in which a property can be used according to local New York City law. Although zoning maps are similar to land-use maps they are not exactly the same. Zone maps illustrate things like residential population densities, allowable commercial and manufacturing activities and, the potential for further development of one type or another. Zoning maps, like land use maps, label areas by using a uniform, intricate system of lettered and numbered codes. For example, 'R' is an area sanctioned for residential housing and development and 'C' is an area sanctioned for commercial activity and development. These lettered codes are broken down more specifically in most cases to indicate residential densities, types of commercial activities, and limits on the environmental nuisances typically caused by different kinds of manufacturing processes. For example, R-10 indicates the most residentially crowded of districts and shopping malls are only allowed to exist within a C4 zone. Only a zoning map key (and not a land use key) must be used to read a zoning map.

**REQUIRED MAPS FOR THE EAS (Also see the glossary terms for land use, property and zoning maps.)**

**Where to click to find your blocks, lots, neighborhood shops, schools for tots, parking spots and other local stops...**



<b>Borough:</b>	QN
<b>Block:</b>	249
<b>Lot:</b>	7501
<b>Police Precinct:</b>	108
<b>Address, Zip Code:</b>	32-02 LIC 11101
<b>Lot Area:</b>	60,300 sf
<b>Lot Frontage:</b>	180
<b>Lot Depth:</b>	350'
<b>Number of Buildings:</b>	1
<b>Year Built:</b>	1931
<b>Number of Floors:</b>	8
<b>Bldg Gross Area:</b>	328087 sf
<b>Residential Units:</b>	0
<b>Total # of Units:</b>	4
<b>Land Use:</b>	05
<b>Zoning:</b>	M1-4
<b>Commercial Overlay:</b>	N/A
<b>Zoning Map #:</b>	09B
<b>Dept. of City Planning, Pluto 05D - 2006</b>	

**Instructions for Accessing the Required Maps**

**Property maps:**

Go to [www.nyc.gov](http://www.nyc.gov), the New York City Government’s official web site.  
 Scroll down to ‘Residents’ (left margin of home page)  
 Scroll down to NYC Map (right margin of Resident’s page)  
 Enter address and borough and hit ‘go’

Here you will be able to print out block and lot information and a map as the example to the left shows. Although you will need to go to another site (we recommend Oasisnyc.net) to get land use maps for your EAS, the property map discussed above shows you what the maps on Oasis look like. Although the property maps found on the NYC.gov site appear very similar to the ones you will find on Oasis’s site, you will need Oasis or a site like it that will show land uses. Oasis shows them in color codes and has color-key in the margins.