

FREQUENTLY ASKED QUESTIONS (FAQ)

1. When do I need EPP Approval for my project?

The MTA C&D External Partner Program (EPP) should review any construction activity within 200 feet of MTA properties and structures.

2. How do I obtain an MTA as-built drawing for my project?

Please complete and submit the [Archive Request Form](#). If you work adjacent to MTA structures and properties (within 200 feet), you must submit the completed Archive Request Form to EPP-Adjacency@mtacd.org. If you are applying on behalf of a Public Agency or a Utility company, submit the completed Form to EPP-PublicAgency@mtacd.org

3. Why is an archival/as-built drawing needed?

An archival/as-built drawings overlay on the proposed engineering drawings allows EPP to determine how the proposed construction activities and the final project will interact with existing MTA properties and structures.

4. What information is required to be shown on the proposed engineering drawings?

The applicant should follow the EPP submission guidelines.

In addition, the EPP General Checklist consists of the following points:

- a. [EPP General Notes](#).
- b. [Insurance Requirements](#)
- c. *MTA archival/as-built overlay (plan/section/views).*
- d. *General elements (lot/property, sidewalk/curb line, block and lot, street names).*
- e. *MTA elements (roofs, ventilation gratings, ducts, manholes, stations, substations, emergency exits, subway entrances, etc.).*
- f. *Plan & section with MTA Line of Influence.*
- g. *Dimensions from proposed work to MTA structure (tunnel or elevated) in both plan and cross-section view.*
- h. *Show/call MTA street appurtenances.*
- i. *Street and other levels per established datums, reference MTA structure survey stationing.*
- j. *Column bent lines and numbering are marked on the columns on site and as shown on as-built structural drawings if they differ.*
- k. *The property is located relative to the main street.*

- l. *Cross streets and the MTA structure with dimensions showing the reference points used to align the MTA structure to the property – A key plan to satisfy this requirement is insufficient.*
- m. *Construction Monitoring Plan.*
- n. *ADA Elements.*
- o. *Construction Methods.*
- p. *Drawings shall be stamped by an NYS Professional (Professional Engineer, Registered Architect, or Landscape Architect).*
- q. *Calculations.*
- r. *Other relevant information as determined by EPP.*

5. What is the process for reviewing and approving an application?

Once the Application is uploaded to the [EPP online platform](#), EPP Project Engineers will review all uploaded files and issue a final disposition. For a successful review, it is recommended to follow the [EPP submission guidelines](#) and upload complete proposed engineering drawings (with MTA archival/as-built drawings overlaid and stamped by an NYS Licensed Design Professional). Please be aware that applications deemed as Impact will need to comply with [Insurance Requirements](#) and [Safety requirements](#). Please refer to the question number #17.

6. How can I check my application status online?

Please visit the [EPP online platform](#) to check the status of your Application. For more instructions, click here: [EPP Help Guide](#)

7. How do I contact the project reviewer?

The quickest way to receive a response is to contact the reviewer assigned to the Application directly. To do so, contact them via **aMessage** on the [EPP online platform](#). For instructions, please follow the directions included in the [EPP Help Guide](#).

8. I have made changes to my application; how can I amend it?

If your application is still in the review process, the files must be Rejected or deemed as Revise and Resubmit by EPP to re-upload the updated engineering drawings. Please note that EPP can only provide a status of Reject/Revise and Resubmit if the files were not given a final status.

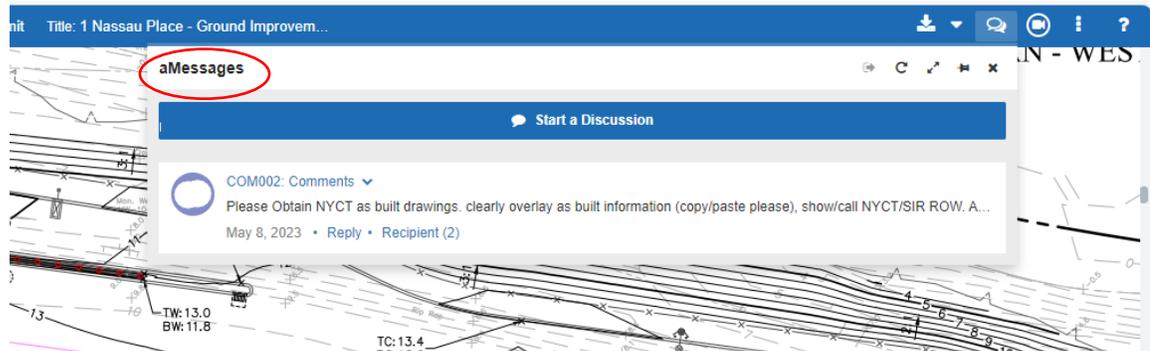
If your application is closed (final status assigned) and you have additional information, you must create an **Addendum**.

9. Do I have to submit an EPP application for a project more than 200 ft. away from the MTA properties and structures?

No, you do not need to apply if your Project is located more than 200ft. away from MTA properties and structures unless it is a Dewatering project.

10. I have received comments on my application; how do I review the comments online?

To review your application's comments online, click on the aMessage window that will display the Project Engineer's comments. You can find the aMessage window to the right of the uploaded drawings. Please see the snapshot below:



11. What's the average time for the application review?

The goal is to respond as quickly as possible. EPP diligently works towards a 10-day response time. Still, response time may vary depending on the volume of submissions, if coordination with other departments is required, and the project's complexity.

12. I have revised and resubmitted my application. How long will it take for me to receive a response from the project reviewer?

If you reupload your files to our online platform, the project reviewer will review the documents in the order they were received. Please check the status of your Application online at the [EPP online platform](#)

13. My application was approved, but I can't download the Approval or No Impact letter. What can I do?

Once the Application is approved or deemed as Impact or No Impact, EPP must produce the Letter. You can see the option to pay for the Letter ONLY when the Letter has been uploaded. If you don't see the option available, EPP is processing the Letter.

14. How can I view the Approved drawings online?

Once the Engineering drawings are approved, the application's status will be changed to "Approved." Please click on the file link on the online Application to access the Approved/stamped drawings.

When the Application is deemed Approved (satisfying all MTA requirements), the drawings will be stamped/approved, and an Approval Letter listing all Approved drawings will be issued by the EPP. To download this Letter, the applicant must pay the Letter of Approval fee first.

EPP will stamp only Approved drawings. The applicant shall click on the **"Download"** arrow to download the stamped drawings.

15. How do I create an Addendum?

To create an Addendum, follow the next steps:

- a. Log into the [EPP online platform](#) Account.
- b. Click on the "My Applications" section.
- c. Find the Application that needs an Addendum.

To Submit your Addendum:

- a. Once you find the Application that requires an addendum, click on the application ID to open the Form.
- b. Click the "Create Addendum" button and fill out "Reason for Addendum".

External Partner Program			
Project Description			
Type of Project	Adjacency	General Project Description	Test
Did you contact DOB?	Yes		
Contract Number / DOB Number	1232132		

To Pay for the Addendum:

Click "Pay Now" on the bottom right of the Application.

You can choose from 3 payment options:

1. *Pay by Credit Card*
 - a. To complete payment, provide your credit card details.
 - b. Payment will be completed immediately.
 - c. You can upload your docs for immediate review.
2. *Pay by Electronic Bank Transfer*
 - a. To verify your bank account, see detailed instructions on the next slide.
3. *Pay by Promo code*
 - a. Please note only applicants working with qualified public agencies can use this payment method.
 - b. For further information, reach out to EPP Adjacency.
 - c. Please note this option applies automatically if you use a promo code for the initial Application.
4. *Defer the Payment to a Third Party.*

16. My set of proposed engineering drawings has been approved. What do I do next?

Upon EPP Approval (only for Impact applications), before an applicant can proceed with construction, a Legal Agreement must be executed, appropriate insurance must be obtained, and initial Safety requirements must be met.

- a. **Executed Legal Agreement:** Adjacency projects can request a standard legal agreement from EPP-Adjacency@mtacd.org.

Public agency projects can request a standard legal agreement from EPP-PublicAgency@mtacd.org.
- b. **Safety requirements:** Please email EPP-Safety@mtacd.org to get information about the initial Safety requirements on-site.
- c. **Insurance requirements:** Please email EPP-Insurance@mtacd.org to get information about the Insurance Requirements before mobilization. You can find more information here: [Insurance Submission Checklist](#)
- d. After you have all these documents approved and a **Notice to Proceed (NTP)** is issued to the project, please contact Contract Inspections 72 hours before starting work at Contract.Inspection@nyct.com or call **718-694-1499**. Please note that you **MUST** arrange for an on-site inspector to start construction mobilization.

17. What are the Insurance Requirements for each Application?

Insurance Requirements are identified in every Legal Agreement either as an Attachment, Exhibit, or Appendix. Please refer to your Agreement for the required insurance coverages, limits, and applicable endorsements. Please contact EPP Insurance (EPP-Insurance@mtacd.org) for more information. You can find more information here: [Insurance Submission Checklist](#)

18. What forms are acceptable to evidence all required insurance?

Please refer to the Guidelines for Submission of Insurance attached to your Agreement or [Insurance Submission Checklist](#) For more information, please contact EPP Insurance (EPP-Insurance@mtacd.org).

19. How do I submit my insurance application?

Please go to EPP Asite Insurance Portal, [EPP Insurance online application](#) to complete the form, upload documents, and submit.

20. How can I determine if my property is within 200 feet of MTA property?

The best way to determine if your property is within 200 ft. of MTA property is to perform a survey. An NYS-licensed Professional Surveyor shall perform this survey.

21. Why must I get a DOB number before applying to EPP?

Before any building construction project begins in New York City, the Department of Buildings (DOB) must review the plans to ensure compliance with the Building Code. Once an application is submitted to DOB, a DOB number is generated. This number must be

provided on the EPP Application to confirm that the project is also filed on the DOB NOW website - [DOB NOW Public Portal \(nyc.gov\)](https://www.dobnow.com/).

If a DOB application is not required, our online platform automatically assigns you a number. Please make sure to enter all the correct information on the application form when you apply.

22. Which type of applications are exempt from applying to DOB?

Work taking place on the sidewalks or the street, hoists, and any equipment that does not match DOB criteria.

23. Do I need an EPP approval stamp on my drawings if my application was deemed No Impact?

If your application was deemed No Impact, the Letter of No Impact should suffice.

24. How do I submit an EPP application?

Step 1: Create an application by visiting our online [EPP online platform](#).

Select "EPP Application". Fill out the Application. Ensure, that "Adjacency" is selected under the "Type of Project" field if the Project has a private owner or select "Public Agency" if the Project belongs to a Public Agency (see question #26 for more information about type of Projects).

Step 2: Upload signed and sealed drawings through the [EPP online platform](#) portal for review and Approval.

25. How do I fill out the Application Form?

To complete an Application Form, the applicant shall visit the [EPP online platform](#)

An application form has nine sections:

- a. **Project Description:** The applicant shall specify the **Project Type** (see question #29 for more information), describe the project briefly, and add the correct **Contract/DOB Number** in this section. If the project does not require a DOB number, the system will automatically generate one.
- b. **Project Location:** the applicant shall complete the location information starting with the **borough** (select one of the NYC boroughs), **Station Name** (the system will auto-populate the existing Station names according to the borough selected), **Line Name** (the system will auto-populate the existing Station names according to the borough selected), **Current Transit Asset Type** (select one if applicable: Bridges, Bus Depots, Duct Lines, Easements, Elevated Structures, Fan Plants, Pump Room, Rail and subway lines, Shops and Yards, Stations, Substation, Tunnels). The **Project Address** shall be complete (include block, Lot No, Zip Code, and Cross Street/Intersection) and correct. The applicant shall measure the **Approximate Distance** in feet only.

- c. **Applicant Information:** In this section, the applicant shall complete the **Email, Company Name, Applicant First and Last Name, Phone Number, and Relationship to the Project.**
- d. **NYS Licensed Professional Information:** The applicant shall complete this section with accurate information, including **the NYS licensed professional's email, phone number, and License Number.**
- e. **Developer Information:** the Applicant shall complete this section with the Developer information, including **email and phone number.**
- f. **Additional Workers Contact Information:** The applicant shall add any additional worker who will be responsible for this Application (including a role in the company).
- g. **Additional Information:** The applicant shall select a **Submission Type** for the project and add the **Drawing numbers**, which will be incorporated into the Submission package along with the **date and Revision number.**
- h. **Mailing/Billing Information:** The Applicant shall complete the **Mailing/Billing Contact** with the **street number and name, as well as the state, city, and zip code.**
- i. **Payment Information:** the information shall include the **Credit Note.** (The Applicant can apply the Promo Code received from EPP in this section.

The last step of the Application will be to click on the **"Pay Now"** button to pay for the Application.

26. I applied for EPP approval, but I filled out my application incorrectly. What do I do now?

Contact the EPP Adjacency Inbox (EPP-Adjacency@mtacd.org), and the EPP team will assist you in correcting the issue. EPP strongly recommends that a new application not be created to correct these errors. EPP can assist you with some of these issues without creating a new application.

Once that Application is closed, changes cannot be made. The applicant must apply for a new application and pay the fee.

27. Can I get a refund for my application?

Please refer to the [EPP Refund Guidelines](#) for more information.

28. Can I bundle my application?

Please refer to the [Application Bundle Guidelines](#) for more information.

29. What's the difference between "Adjacency," "Public Agency," and "Developer Improvement" Projects?

Private property owners building within 200 feet of MTA property shall apply for **"Adjacency"** Approval. Refer to question #25 for Application Process.

Public Agencies and Utility companies engaged in construction activities within 200 feet of MTA property shall apply for "**Public Agency**" Approval. Refer to question #25 for Application Process.

Private property owners who would like to benefit the MTA transit system as part of their development project (or who are required to do so by local land use/zoning codes) shall contact the [MTA Transit-Oriented Development \(TOD\)](#). Once the scope is agreed upon, EPP's **Developer Improvement** Team will ensure that the initial conceptual Design is consistent with MTA scope standards. The team then assists designers in developing construction plans for Approval.

30. I need training to navigate the EPP online platform; how can I request it?

When needed, the applicant shall contact EPP to schedule a training session with the platform support team.

31. Do I need to apply for an Addendum to add a new DOB# or change sheet numbers?

Addendums are only required when the applicant has changes to the Design that were not reflected in the original Application. For small changes to the application form, like DOB and sheet numbers, please contact EPP directly (EPP-Adjacency@mtacd.org).

32. What are the Safety requirements for each application?

If any construction activities are required to be performed on MTA property, the applicant should request the MTA C&D Construction Safety Specifications as soon as the plans are submitted for determination of applicable requirements.

For questions, please contact EPP-Safety@mtacd.org.

33. What is the Personal Protective Equipment (PPE) requirements to perform work on an MTA property?

- Hard hat at all times.
- Safety Glasses at all times.
- NYCT Track vest at all times.
- Safety toe boots at all times.
- Hearing protection at 85dB.
- Cut level 4 gloves.

Additional Personal Protective Equipment may be required. For questions, please contact EPP-Safety@mtacd.org.

34. What are the Safety Training requirements to start mobilization?

The minimum safety training requirements are OSHA 30-HOUR Training and NYCT Track Training.

Additional trainings may be required. For questions, please contact EPP-Safety@mtacd.org.

35. When is a Health and Safety Plan (HASP) and Safe Work Plan (SWP) required?

Any construction work taking place on MTA property/structure or involving modifications to an MTA structure requires HASP and SWP.

For additional information and sample, click here: [Health and Safety Plan \(HASP\)](#)

36. What work requires a Safe Work Plan only?

- The project requires access to an MTA property to perform a pre-construction survey.
- The project requires access to an MTA property to install optical or vibration monitoring devices.
- The project will affect access/egress to an MTA property. E.g., Closing a stairwell.

For additional information and sample, click here: [Safe Work Plan \(SWP\)](#)

37. Who is in charge to provide the Safe Work Plan (SWP)?

The SWP should be provided by the contractor performing work.

38. My project has a small scope of work (interior renovation, sign installation, among others), do I still need EPP approval?

EPP approval is required for all projects planned within 200 feet of MTA structures and properties, no matter the scope of the project.

39. My NYC DOT permit indicates that I need to contact MTA EPP, why do I need an EPP permit?

Your project has been identified within 200 feet of the MTA structures/properties. In an effort to protect the ridership and MTA structures, the proposed plans are reviewed to ensure there's no negative impacts. Therefore, you need to apply for MTA EPP Permit.

40. What's the process of applying for an EPP Permit?

To apply for MTA EPP Permit, please follow the next steps:

1. Please follow this link to [MTA Archive Request Form](#) to request MTA archive drawings for the subway adjacent to your property
2. Please fill out the form and submit to EPP Adjacency EPP-Adjacency@mtacd.org. [.EPP](#) will search the archive and provide you with the as built.
3. Prepare proposed Engineering drawings for review. Overlay MTA as Built information, on plan and sections onto your engineering drawings. Please follow the guidelines listed below:
4. Plans and sections shall clearly show the proposed work.
5. Overlay MTA structure (copy & paste) roof plan and full sections using MTA as-built drawings provided by us.
6. Clearly show utility alignment relative to mentioned MTA structures, on plan and sections including NYCT datum.

7. Provide all necessary dimensions that relate MTA structures (vents and tunnel), and the proposed utility to the curb line and property line.
8. Please note that [EPP General Notes](#) and the [Insurance Submission Checklist](#) within these links shall be made part of the engineering drawings.
9. When ready with the drawings please follow the steps/links below to submit your application
 - a. Click the link: [External Partner Program Website](#)
 - b. Scroll down and select: [Submit an application on the EPP online platform](#)



- a. To submit drawings, select EPP Application “Apply Now.” Then Adjacency



- b. When satisfactory, drawings will be approved. Upon approval and before start of construction, if the work impacts MTA structures, insurance, and agreement are required and shall be submitted per 9 above and 11 below.
- c. To submit insurance and agreement, please select insurance “Apply Now”.
- d. Additional information and documents can be found at the bottom of EPP website page. Copies and links are provided below.

Process documents

Organizational chart ↓	Archival request form ↓
New York City Transit route and section map ↓	EPP general notes ↓
MTA fees ↓	Invoice sample ↓
Insurance requirements ↓	Health and safety plan sample ↓
Safe work plan sample ↓	NYCT schedule of rates for services rendered to outside parties ↓
Refund guidelines ↓	Refund request form ↓

PUBLIC AGENCY

FREQUENTLY ASKED QUESTIONS (FAQ)

1. Where can I find the Force Account Estimate Request Form?

The FAE Request Form is available for download on the EPP website (link: [Force Account Estimate Request Form](#))

2. How do I request a Concept Meeting with EPP? (Add to FAQ Public Agency)

The project team shall send an email to EPP Public Agency (EPP-PublicAgency@mtacd.org) requesting a Concept Meeting to go over the project goals.

3. What do I need to obtain a Notice to Proceed (NTP) for my project?

Upon EPP Approval (only for Impact applications), before an applicant can proceed with construction, a Legal Agreement must be executed, appropriate insurance must be obtained, and initial Safety requirements must be met.

- **Executed Legal Agreement:** Adjacency projects can request a standard legal agreement from EPP-Adjacency@mtacd.org.
- Public agency projects can request a standard legal agreement from EPP-PublicAgency@mtacd.org.
- **Safety requirements:** Please email EPP-Safety@mtacd.org to get information about the initial Safety requirements on-site.
- **Insurance requirements:** Please email EPP-Insurance@mtacd.org to get information about the Insurance Requirements before mobilization. You can find more information here: [Insurance Submission Checklist](#)
- After you have all these documents approved and a **Notice to Proceed (NTP)** is issued to the project, please contact Contract Inspections 72 hours before starting work at Contract.Inspection@nyct.com or call **718-694-1499**. Please note that you **MUST** arrange for an on-site inspector to start construction mobilization.

4. How do I contact an on-site inspector? (just add email address)

To contact Contract Inspections (MOW), please email to contract.inspection@nyct.com

5. How do I close out a project?

Project closeout is the process EPP uses to finalize all completed activities across the phases of a project.

Closeout begins when the user accepts deliverables, and the project oversight authority concludes that the project has meet the goals established. The major focus of project closeout is administrative closure and logistics.

To close out a project, please follow these steps:

1. Achieve Substantial Completion.
2. Complete Final Punchlist.
3. Perform Post-construction Survey.
4. Final invoice is received by Contractor. EPP will confirm that all previous invoices have been paid.
5. EPP Insurance Closeout requirements shall be met.

6. Final Letter of Completion from MOW/Letter of Completion signed by EPP VP.
7. Job Number Closeout.
8. Legal Agreement Closeout.

6. How do I cancel the MOW inspector?

The project team shall notify the MOW office immediately if a scheduled inspection must be cancelled via email or phone call (xx days in advance).

7. How do I request and cancel Track flagging?

Any work being done at track level or that may impact train operation requires flagging.

All flagging requests must be submitted to the MOW contact inspection (contract.inspection@nyct.com and calling 718-694-1499) a minimum of 12 business days prior to the scheduled start date.

Please note that Flagging is assigned on a first-come, first-served basis.

All flagging cancellations must be submitted 4 business days prior to the scheduled start date.

8. How do I request and cancel a track outage(G.O.)?

To request a G.O., the project team must first contact the assigned EPP project manager.

- **Short-term G.O. requests** must be submitted to the EPP project manager within a minimum of 10 weeks of the scheduled G.O. start date.
- **Short-term G.O. cancellation requests** must be submitted to the EPP project manager at least 6 weeks before the scheduled G.O. start date.
- **Long-term G.O. requests** must be submitted to the EPP project manager at a minimum of 12 months period to the scheduled G.O. start date.
- **Long-term G.O. cancellation requests** must be submitted to the EPP project manager for at least 6 months to the scheduled G.O. start date.
 - Long-term G.O. requests, including buses and station bypasses.

9. Where should I send the pre-construction and post-construction surveys?

Pre-construction and post-construction surveys are submitted to MOW, and EPP for information only. It also supports the review of the monitoring plan.

10. Where should I send monitoring reports?

Approved monitoring reports shall be sent to MOW. EPP only reviews the applicant's monitoring plans and the monitoring reports case by case when necessary or requested by MOW.

11. My NYC DOT permit indicates that I need to contact MTA EPP, why do I need an EPP permit?

Your project has been identified within 200 feet of the MTA structures/properties. In an effort to protect the ridership and MTA structures, the proposed plans are reviewed to ensure there's no negative impacts. Therefore, you need to apply for MTA EPP Permit.

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[NYCT schedule of rates for services rendered to outside parties](#)
↓

[Refund request form](#) ↓

Contact EPP Public Agency

EPP-PublicAgency@mtacd.org