



Construction & Development

Transit Oriented Development Zoning Easement Application

EPIC USER MANUAL



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1. Introduction

1.1 About the MTA Office of Transit Oriented Development (TOD)

Transit-Oriented Development (TOD) is the intentional development of housing, businesses, and community spaces around public transit. It not only creates vibrant, walkable neighborhoods, but allows for more housing to be built in less space, increases transit ridership, reduces car traffic and pollution, improves access to jobs and recreation, and bolsters local economic activity.

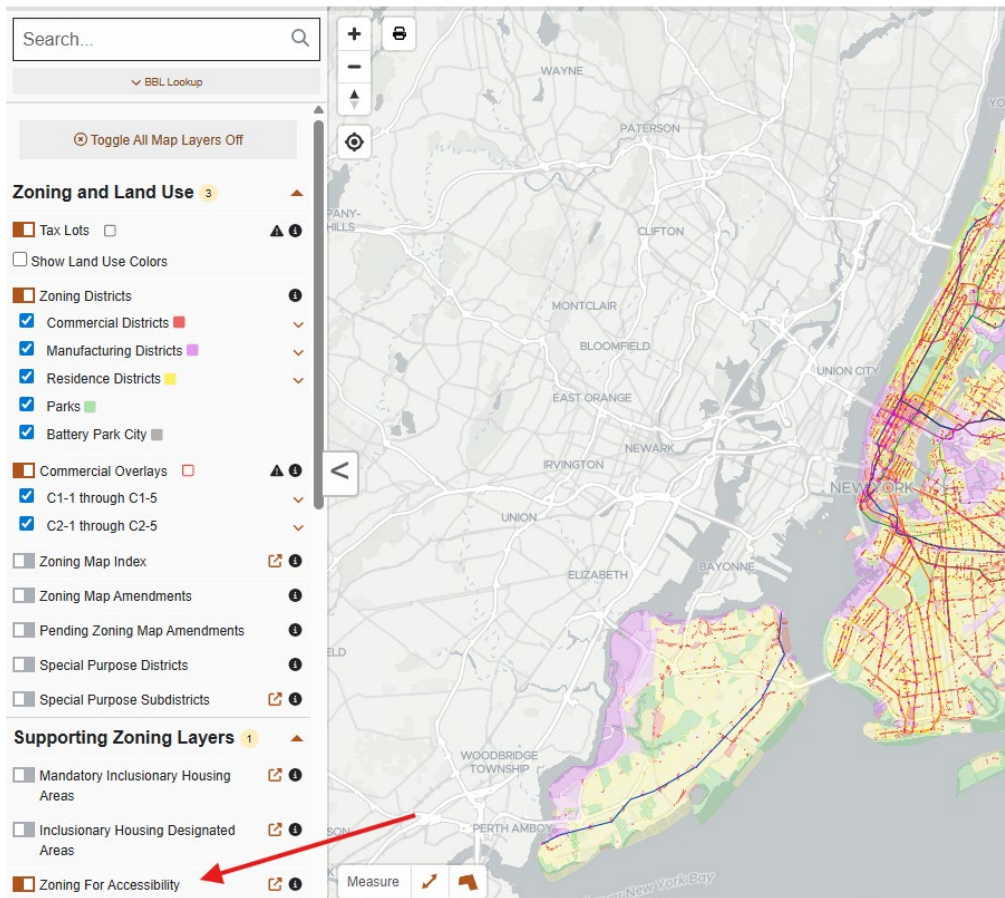
As part of this work, the TOD Office oversees a program called Zoning for Accessibility (ZFA), designed to leverage private development to make New York's public transit system more accessible. As part of ZFA, developers building within 50 feet of subway or rail stations must submit an Easement Determination application. For more information on ZFA, see [New York City's Zoning Resolution \(NYC ZR\) 66-20](#).

EPIC provides a single system for applicants' submission and administrative needs. The EPIC Platform is user-friendly and centralizes Zoning Easement Applications.

1.2 Who needs to apply (Program areas and thresholds)

Any public- or private-sector entity engaging in development or enlargement of a building on a zoning lot within 50 feet of a rail transit station (including NYCT Subways, Metro North, Long Island Railroad, and PATH) must submit a Zoning Easement Application to MTA TOD.

For visual confirmation of whether a property is subject to NYC ZR 66-20, see New York City's Zoning and Land Use map ([ZOLA](#)) – Navigate to the Supporting Zoning Layers panel on the left-hand side and toggle on Zoning For Accessibility.



This document guides these entities through the process of submitting Zoning Easement Applications to MTA TOD.

2. Getting Started

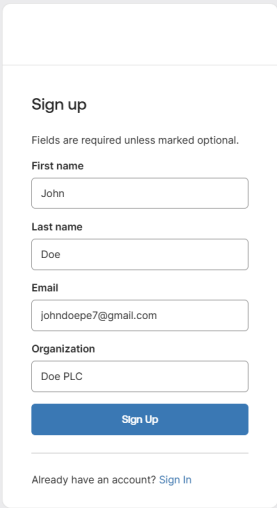
2.1 Creating a new account

To create a new account, go to the [EPIC platform](#) page and click the [Sign In](#) link (Figure 2.1)

The screenshot shows the MTA EPP - Applicant Registration page. At the top, there is a dark header with the MTA logo and the text "EPP - Applicant Registration". Below the header, the main content area is light gray. In the center, there is a white card with the "Sign In" form. The form includes a "Username" label, a text input field, and a blue "Next" button. Below the button, there is a link "Need help signing in? ⓘ". At the bottom of the card, there is a link "Don't have an account? Sign up" with a red arrow pointing to it.

Figure 2.1 Create a new account

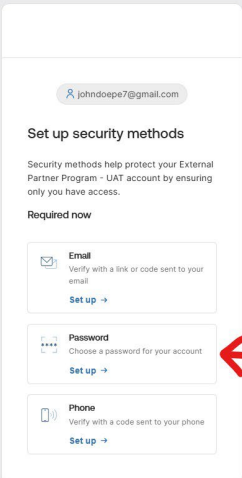
- After completing sign-up, log in and fill out your Profile form by entering your first and last name, then click "save" (Figure 2.1.a).



The image shows a 'Sign up' form on a mobile device. The form has a title 'Sign up' and a note 'Fields are required unless marked optional.' Below this are four input fields: 'First name' (containing 'John'), 'Last name' (containing 'Doe'), 'Email' (containing 'johndoepe7@gmail.com'), and 'Organization' (containing 'Doe PLC'). A blue 'Sign Up' button is at the bottom of the form. Below the button is a link 'Already have an account? Sign In'.

Figure 2.1a Sign up

- Set up a password for your account. (Figure 2.1.b)



The image shows a 'Set up security methods' screen. At the top, there is a header with the email 'johndoepe7@gmail.com'. Below the header is the title 'Set up security methods' and a paragraph: 'Security methods help protect your External Partner Program - UAT account by ensuring only you have access.' Under the heading 'Required now', there are three options: 'Email' (Verify with a link or code sent to your email), 'Password' (Choose a password for your account), and 'Phone' (Verify with a code sent to your phone). Each option has a 'Set up ->' button. A red arrow points to the 'Password' option.

Figure 2.1b Set up a password

- Once this step is completed, you will be able to log in to your account and begin filling out the Profile form. User must enter their first and last name and click "save". (Figure 2.1.c). Please note: After saving, changes to account details can only be made by EPP administrators.

External Partner Program

Home Applications My Approved Documents My Letters Reference Documents Guides FAQs Q All F -

Home > Profile

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or Ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
E-mail	Business Phone
<input type="text"/>	<input type="text"/>
Organization Name	Title
<input type="text"/>	<input type="text"/>
Nickname	Web Site
<input type="text"/>	<input type="text"/>

Figure 2.1c Fill out application form

2.2 Multi-Factor Authentication (MFA) Setup

Applicants are required to enable and use multi-factor authentication (MFA). (Figure 2.2)

External Partner Program

Home Applications My Approved Documents My Letters Reference Documents Guides FAQs Q All F -

Home > Profile

Profile

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The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
E-mail	Business Phone
<input type="text"/>	<input type="text"/>
Organization Name	Title
<input type="text"/>	<input type="text"/>
Nickname	Web Site
<input type="text"/>	<input type="text"/>

Figure 2.2 Set up security methods

- Set up security methods following the instructions on the screen. (Figure 2.2)

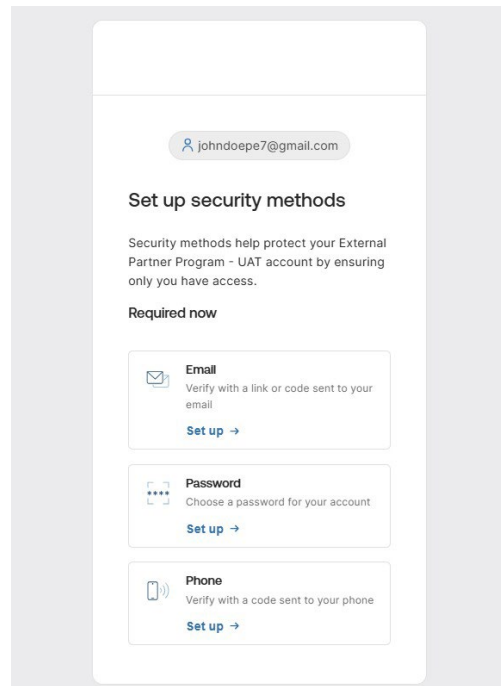


Figure 2.2 Set up security methods

- Verify your email following the instructions provided. (Figure 2.2.a)

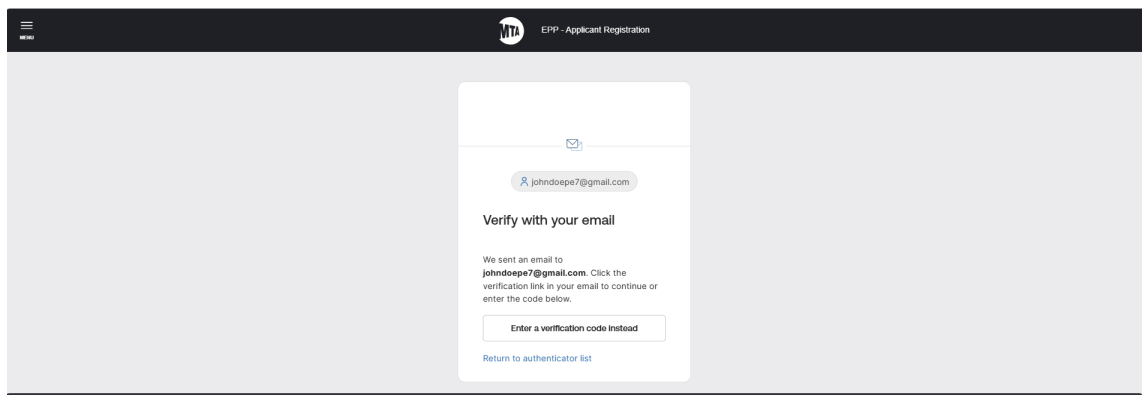


Figure 2.2.a Verify with your email.

- If you choose to verify with your email, you will receive a **Welcome Email** from EPP in your inbox.
- Once your password and email are set up, the platform will prompt you to configure additional security/verification methods using your phone. You will receive either a text message or a call to verify your identity. This step is a precaution in case you lose access to your account or if someone attempts unauthorized access. (Figure 2.2.b)

Figure 2.2b Set up phone authentication

- Complete the phone authentication form. Depending on your chosen method, you will receive either a text message or a phone call to complete the verification process.
- **Optional:** after completing the MFA set up, configure OKTA verify for additional security.

2.3 To log in to your account

1. Navigate to the [EPIC platform](#) website
2. Sign in with your Username and Password or with an external account. (Figure 2.3.2)

Figure 2.3.2 Log In

3. After you sign in, click the drop-down arrow next to your name to view your full profile with all the necessary information. You can also adjust as needed. (Figure 2.3.3)

External Partner Program

Home Applications My Approved Documents My Letters Reference Documents Guides FAQs Q All F -

Home > Profile

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
E-mail	Business Phone
<input type="text"/>	<input type="text"/>
Organization Name	Title
<input type="text"/>	<input type="text"/>
Nickname	Web Site
<input type="text"/>	<input type="text"/>

Security

- [Set password](#)
- [Change email](#)
- [Manage external authentication](#)

Figure 2.3.3 Profile page

2.4 Resetting your password / Recovering your account

To reset your password, verify your account using one of the available security methods (either by email or text message). (Figure 2.4.a)

Verify with your password

Password

[Forgot password?](#)

Figure 2.4 Forgot password

To reset your account password, you will need to verify your account using one of the security methods (either by receiving an email or a text message on your phone). (*Figure 2.4.a*)

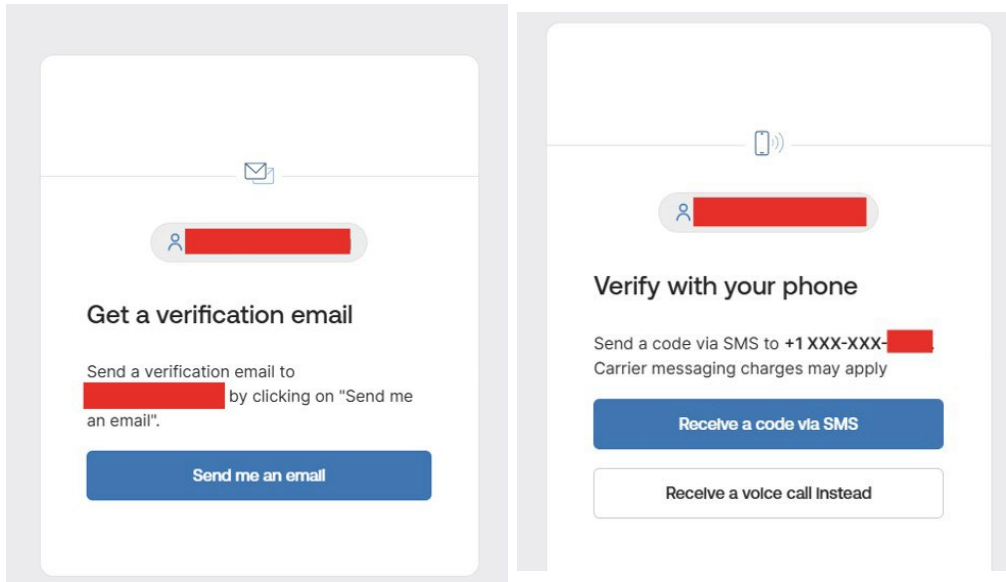


Figure 2.4.a Verification methods

3. System Requirements

3.1 Supported Browsers and Devices

The EPP EPIC platform **supports all browsers** and is compatible with iPads and iPhones.

3.2 Recommended File Formats & Sizes

- The file formats supported are: .PDF, .doc, .docx, .jpeg, .png, .xlsx.
- Upload size limits: 50MB.
- Only PDF documents are supported for annotation and engineering review.

3.3 Application nomenclature

The **Naming Conventions** used for EPIC are as follows:

Zoning Easement Applications

- EASE-####

4. Submitting Application

4.1 Zoning Easement Application

4.1.a Submitting & tracking Zoning Easement Applications

To submit a Zoning Easement Application form:

1. Select the Applications tab at the top of the page.
2. Select 'Submit Zoning Easement Application.' (Figure 4.1.a)

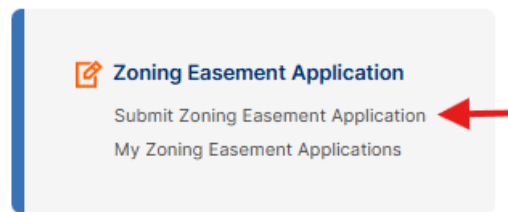


Figure 4.1.a Submit Zoning Easement Application

3. Complete all required fields marked with a red asterisk (*) on the **"Zoning Easement Application form"**.
 - a. Sections include, but are not limited to:
 - i. Applicant Information (*Figure 4.1.3.a*)
 - ii. Applicant Company Info
 - iii. NYS Licensed Professional / Designer of Record
 - iv. Project Information. (*Figure 4.1.3.b*)
 - b. **Note:** All project addresses are validated by USPS. The MTA does not accept applications for project addresses that cannot be verified by USPS.

Applicant Information

Applicant First Name *	Applicant Last Name *
<input type="text"/>	<input type="text"/>
Applicant Phone Number *	Applicant Email *
<input type="text" value="Provide a telephone number"/>	<input type="text"/>
Relationship to Project *	I represent the Property Owner and/or Developer *
<input type="text"/>	<input type="text" value="Select"/>

Property Owner Information

Property Owner First Name *	Property Owner Last Name *
<input type="text"/>	<input type="text"/>
Property Owner Phone Number *	Property Owner Email *
<input type="text" value="Provide a telephone number"/>	<input type="text"/>
Property Owner Company Name *	
<input type="text"/>	
Property Owner Street Address *	
<input type="text"/>	
Property Owner City *	
<input type="text"/>	
Property Owner State *	
<input type="text" value="NY"/>	

Applicant Location

Borough *

Project Street Address *

Project Zip Code *	Project City *	Project State *
<input type="text"/>	<input type="text"/>	<input type="text" value="NY"/>
Block Number(s) *	Lot Number(s) *	Cross Street / Intersection *
<input type="text" value="To enter multiple blocks, separate using ','"/>	<input type="text" value="To enter multiple lots, separate using ','"/>	<input type="text"/>

Figure 4.1.3.a Section for Applicant Information, / Property Owner

Figure 4.1.3.b Section for Project Information

4. Read the **Acknowledgment**, check the "**Acknowledgment checkbox**", then sign at the bottom of the form. After signing, click the button located at the bottom right corner of the signature box. (Figure 4.1.4)
5. Enter the code shown in the image above. (Figure 4.1.4)

6. When finished, click the **“Submit”** button. (Figure 4.1.4)

Additional Information

Notes/Comments

Attach a file
You can upload a maximum of 5 files, each up to 90MB.

Upload

XPNVxsB

Generate a new image
Play the audio code

Enter the code from the image

Submit

7. To view the Zoning Easement Applications you have submitted, click on the **“Applications”** tab on the header, then select **“My Zoning Easement Applications”**. (Figure 4.1.7)
- By default, your Zoning Easement Application will be marked as **“Submitted,”** and your documents will be sent to the appropriate reviewers.
 - You will receive an email notification if any action is required from you.

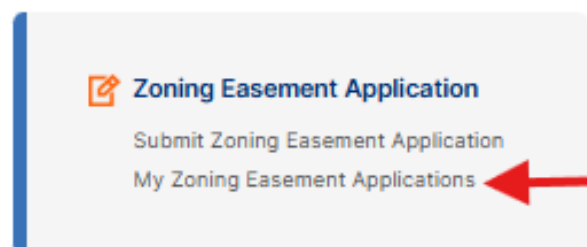


Figure 4.1.7 My Zoning Easement Applications

- You can view the applications you have submitted including the **Zoning Easement Application ID, Project Street Address, Borough, Type of Project,** and **Application Status**. (Figure 4.1.7.a)
- To review your application, click **“View”** by selecting the drop-down arrow on the right-hand side. (Figure 4.1.7.a)
 - Comment regarding your application after submission (Section 8).

My Zoning Easement Applications

Additional attachments can be submitted via Application Comments. Select "View details" in the grid below to open your application. Under "Application Comments", select "Create" to add your attachment/comment.



Search <input type="text"/>					<input type="button" value="Q"/>	<input type="button" value="New Zoning Easement Application"/>
Zoning Easement Application ID 	Project Street Address	Borough	Type of Project	Application Status	Created On 	
EASE-164	6 W 48TH ST	Other	Zoning for Accessibility: ZR 66-21	Submitted	10/29/2025 9:00 AM	<input type="button" value="View details"/>

Figure 4.1.7.a View Zoning Easement Applications

4.2 Uploading additional documents after submission

- If additional documents are required after submission:
- Navigate to **"My applications"**
- Select the relevant application.
- Click **"Upload documents"** and attach the required files.

4.3 Status tracking definitions

Statuses include:

- **"Submitted" – Application submitted and pending review**
- **"In Review"** – Application submitted and pending review.
- **"Ready for Easement – Ready for No Easement"** – Application has been reviewed and is pending easement determination type.
- **"Closed – Easement Provided"** – Application was closed and easement was provided.
- **"Closed – No Easement "** – Application was closed and no easement was provided.
- **"Closed – No Response"** – Application was closed without determination due to no response from the applicant.
- **"Expired"** – Application has expired.

4.4 Receiving notifications (email alerts & preferences)

Applicants will receive automated email alerts for:

- Status updates (e.g., submission received, payment required, approved).
- Reviewer comments or requests for additional information.
- Application approvals and document availability.

5. Letters

5.1 Accessing Your Zoning Easement Letter

To access letters that have been generated, click on **"My Letters"** in the main navigation of the EPP website. Below "My Letters & Approved Drawings" you will find "My Zoning Easement Letters". All letters issued Easements or No Easements will appear. Each entry will display the letter name, application name, and easement type.

If your Application is rejected, you will not receive a letter, only an email notification.

Once the Easement or No Easement letter is approved, the system will automatically generate an email to the applicant with the determination and document attached. The letter document can also be retrieved via the portal.

To view the approved Zoning Easement Letter, click on **"My Letters"** on the header of the website.

- a. You will see details such as the **Created-On** date, **Related Zoning Easement Application ID** and **Easement Type**. (Figure 7.2.a)

Figure 7.2.a My Zoning Easement Letters

Name ↓	Related Zoning Easement Application	Easement Type	Letter PDF Download	Created On ↓
EASEL-163.10272025-1432	EASE-163	Easement	EASEL-163.10272025-1432 Approved.pdf	10/27/2025 2:32 PM
EASEL-157.10202025-1113	EASE-157	Easement	EASEL-157.10202025-1113 Approved.pdf	10/20/2025 11:13 AM

Figure 6.1 Acknowledge the statement

- b. To access the executed **Zoning Easement Letter**, click the file link displayed in the **Letter PDF Download** column of the application to view. (*Figure 7.1a*)
 - i. After clicking the file link, the file will be downloaded. (*Figure 7.2.b*)
 - ii. Open the downloaded file.
 - iii. The executed Zoning Easement Letter document will be visible in the file.

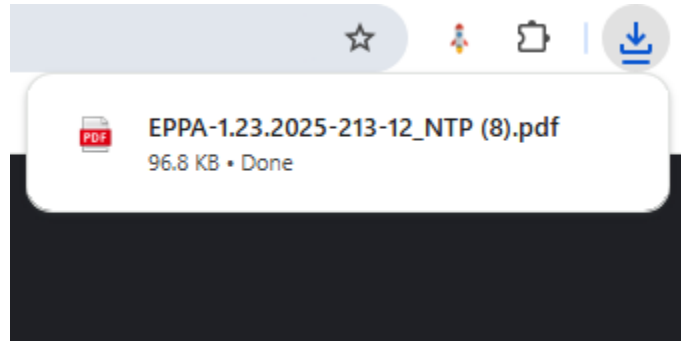
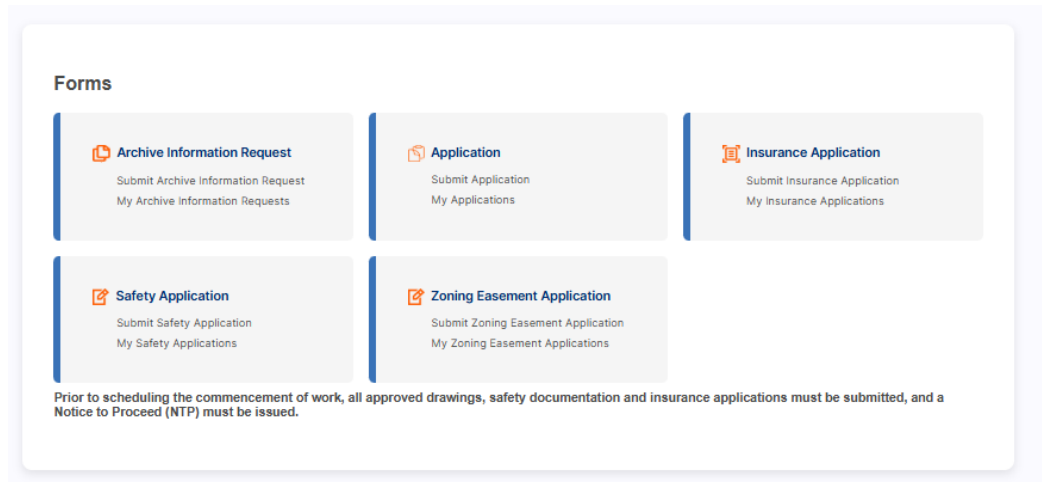


Figure 7.2.b Download File

6. Document Review & Comments

6.1 Adding comments

1. By default, the submitted documents will be sent to the appropriate reviewers.
2. An email notification will be sent each time there is a change in document status, such as when a document is received, reviewed, approved, rejected, or requires revision.
3. To manually check the status of the documents:
 - a. Click on the **"My Applications"** tab on the header of the website.
 - b. Review all your forms available for submission and review in the section under **"Forms"**
 - c. Click on **"My Zoning Easement Applications"** to view the applications you have submitted. (*Figure 8.1.3*)



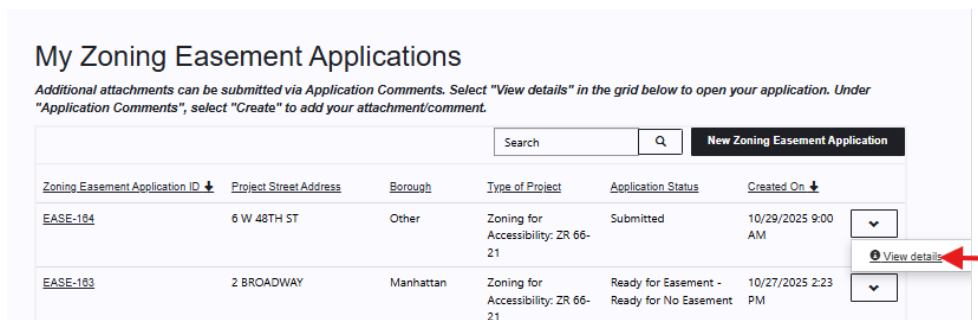
Forms

- Archive Information Request**
Submit Archive Information Request
My Archive Information Requests
- Application**
Submit Application
My Applications
- Insurance Application**
Submit Insurance Application
My Insurance Applications
- Safety Application**
Submit Safety Application
My Safety Applications
- Zoning Easement Application**
Submit Zoning Easement Application
My Zoning Easement Applications

Prior to scheduling the commencement of work, all approved drawings, safety documentation and insurance applications must be submitted, and a Notice to Proceed (NTP) must be issued.

Figure 8.1.3 My Application Page

4. To add comments and review the entire submission, follow these steps: (Figure 8.1.4)
 - a. Click the drop-down arrow next to the relevant application. Then click **"View."**



My Zoning Easement Applications

Additional attachments can be submitted via Application Comments. Select "View details" in the grid below to open your application. Under "Application Comments", select "Create" to add your attachment/comment.

Zoning Easement Application ID	Project Street Address	Borough	Type of Project	Application Status	Created On	
EASE-104	6 W 48TH ST	Other	Zoning for Accessibility; ZR 66-21	Submitted	10/29/2025 9:00 AM	<div>▼</div> <div>View details</div>
EASE-103	2 BROADWAY	Manhattan	Zoning for Accessibility; ZR 66-21	Ready for Easement - Ready for No Easement	10/27/2025 2:23 PM	<div>▼</div>

Figure 8.1.4 Viewing Submissions

- b. To submit a comment regarding an application after submission, click **"Create"** to add a comment. (*Figure 8.1.4c*)
- c. Fill out the **Subject** and **Comment** fields. Attach any supplemental documents, if necessary, then click **Submit**. (*Figure 8.1.4d*)

Submitted comments will appear with the application for reviewer access.

Zoning Easement Application

Application Comments

Create

Subject	Date Created
test	10/29/2025 1:36 PM

Figure 8.1.4c Comments Regarding Submission

6.2 Responding to reviewer feedback

To respond to comments or mark-ups from reviewers:

1. Go to **My Applications**.
2. Select **"View Details"** of the application under review.

Create

Subject *

Comment

Enter text...

Font Size B I U A- A+ [Rich Text Editor Icons]

Attach supplemental documents
You can upload a maximum of 5 files, each up to 90MB.

Upload

Figure 8.1.4.d Creating a Comment

3. Find the **"Comments Regarding Application"** section at the top of the view-only application form.
4. Select **"Create"**.
5. Enter a **"Subject"**, your **"Comment"** body contents, and any needed supplemental documents. A maximum of 5 documents, each up to 90MB, can be uploaded per comment.
6. Select **"Submit"** to submit comments.

6.3 Data Privacy & Applicant Responsibilities

- Applicant data is stored securely in compliance with New York State and federal data protection laws.
- Applicants are responsible for ensuring the accuracy and completeness of submitted information.
- Misrepresentation or falsification may result in application rejection and further action at the discretion of the MTA.

6.4 Terms & Conditions of Use

By using the EPP platform, applicants agree to:

- Use the platform only for authorized submissions.
- Avoid sharing login credentials with unauthorized parties.
- Comply with all MTA policies and applicable laws.

7. Support & Resources

Information on contacting technical support, troubleshooting common issues, and accessing additional resources and training.

7.1 Contacting Technical Support

For assistance, applicants can reach EPP Technical Support:

- **Email:** TOD@mtacd.org

General inquiries and technical support inquiries may be sent to the above email.

7.2 Troubleshooting Common Issues

- **Cannot log in** – Reset password using “Forgot Password.”
- **Did not receive email verification** – Check spam/junk folders, then request a resend.
- **File upload errors** – Ensure files meet naming conventions and size requirements (see Section 3.2 – 3.3)
- **Payment issues** – Confirm payment method is accepted (see Section 7.1).
- **Supported file types for annotation** – **Only PDFs are supported for annotation.**

8. Reference Materials

8.1 Reference Documents

The Reference Documents can be found on the External Partner Program here: [EPP Process Documents](#)

